

COMPUTER NOTES BY -

DEBASISH PRADHAN



Your Name

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Book content

- History of Computers
- Computer Fundamentals
- Parts of a Computer System
- Data Processing Cycle of a Computer
- Computer Languages
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- Operating Systems
- Database Management Systems
- Microsoft Office
- Keyboard Shortcuts
- File Extensions
- Networking and Internet
- Computer Viruses
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BOOK Features

Full Syllabus Theory With 3000+ MCQ

Written By Top Educator

Free One Year Update

Pointwise Notes Easy to Remember

According To Exam Pattern



The A-Z of Computer Related Term

Adobe Acrobat Reader

Acrobat Reader is software that allows you to view a PDF document (a document that can be seen but not changed). It can be downloaded free of charge from Adobe.

ADSL

Asymmetric digital subscriber line (ADSL) is a type of digital subscriber line (DSL) broadband technology that is used to connect to the Internet. It uses standard telephone lines to deliver high-speed data communications (up to 24 megabytes per second).

Analogue

Analogue is a conventional method of transmitting data. Standard landline telephones use analogue technology. It is distinct from digital technology, which provides for greater quality and speed of data transmission.

Assistive technology

Assistive technology refers to any software or hardware that acts to assist and improve the functional capabilities of people with disabilities. Examples include wheelchairs, prosthetics, voice-to-text technology and text-to-speech technology.

Attachment

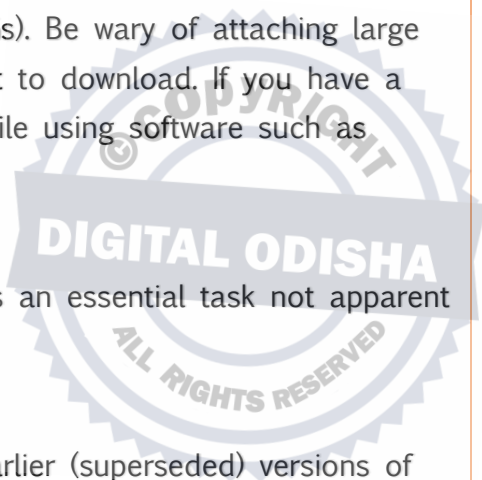
An attachment is a document sent with an email message. Many types of files can be sent this way (e.g. Word documents, PDFs, Excel files, JPEGs). Be wary of attaching large files because these can take a lot of time for the recipient to download. If you have a large file, it is considered good practice to compress the file using software such as Winzip before attaching it.

Back-end

Back-end refers to the part of an application that performs an essential task not apparent to the user.

Backward compatible

If software is backward compatible, it is compatible with earlier (superseded) versions of



the same software. For example, the Microsoft word-processing program Word 2010 can read files created in the 2003 version of the same program, so it is backward compatible.

Bandwidth

Bandwidth refers to the maximum amount of data that can travel a communications path in a given time, usually measured in seconds.

Bit

A bit (short for binary digit) is the smallest unit of measurement in computing. 8 bits make up 1 byte.

Bluetooth

Bluetooth is a wireless communications technology intended to replace cables. It allows short-range connections between two or more Bluetooth-compatible devices such as mobile phones, tablets, headsets or medical equipment.

Bookmark

A bookmark is a saved link to a particular Web page. Microsoft Internet Explorer denotes bookmarks as "favourites."

Boolean operators

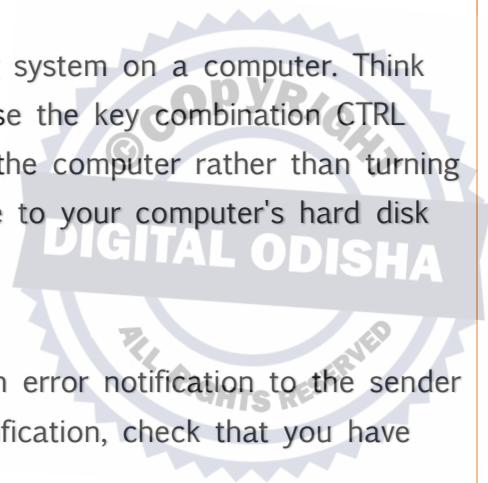
Most search engines (e.g. Google) allow you to limit your search or make it more specific by using words such as "and", "or" and "not". These words are known as boolean operators because of their origin as terms in logic.

Boot (re-boot)

To boot (or re-boot) is to load and initialise the operating system on a computer. Think of it as starting up your computer. In Windows you can use the key combination CTRL and ALT and DEL as a "soft" boot. This means restarting the computer rather than turning it completely off and on again, which could cause damage to your computer's hard disk under some circumstances.

Bounce back

An email message that cannot be delivered and returns an error notification to the sender is said to "bounce back". If you receive such an error notification, check that you have typed the address correctly.



Broadband

Broadband is a type of communications technology whereby a single wire can carry more than one type of signal at once; for example, audio and video. Cable TV is one technology that uses broadband data transmission.

Browser

A software program that allows you to surf the web. Popular web browsers include Google Chrome, Mozilla Firefox, Microsoft Edge and Internet Explorer.

Cache

When you download (read) a web page, the data is "cached," meaning it is temporarily stored on your computer. The next time you want that page, instead of requesting the file from the web server, your web browser just accesses it from the cache, so the page loads quickly. The downside to this is that if the cached web page is often updated, you may miss the latest version. If you suspect that the web page you're seeing is not the latest version, use the "refresh" button on your browser.

CAD

Computer-aided design (CAD) is a type of software that allows users to create 2D and 3D design and modelling. CAD is used by architects, engineers, artists and other professionals to create precise technical drawings.

Chip

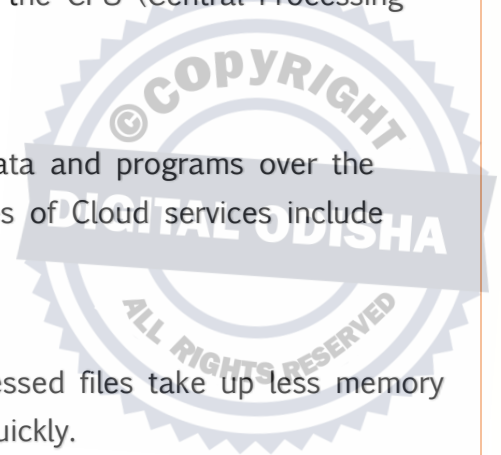
A chip is a microprocessor that performs many functions and calculations that make your computer run. Your computer's chip is also referred to as the CPU (Central Processing Unit) or the processor.

Cloud computing

Cloud computing refers to the storing and accessing of data and programs over the Internet instead of on another type of hard drive. Examples of Cloud services include iCloud, Google Cloud and Dropbox.

Compression

Compression is the reduction of the size of a file. Compressed files take up less memory and can be downloaded or sent over the Internet more quickly.



Content

Content refers to a website's text and information, as opposed to its design and structure.

Cookie

A piece of code or data created by a web server and stored on a user's computer. It is used to keep track of the user's usage patterns and preferences.

CPU

The central processing unit (CPU) is the brains behind your computer. The CPU is responsible for performing calculations and tasks that make programs work. The higher the speed of a CPU, the faster the CPU undertakes the calculations and tasks.

Cybercrime

Cybercrime is any type of illegal activity that is undertaken (or relies heavily) on a computer. There are thousands of types of cybercrime, including network intrusions, identity theft and the spreading of computer viruses.

Cybersecurity

Cybersecurity refers to measures designed to protect your computer, device or network from cybercrime. This involves preventing unintended and unauthorised access, change and damage.

Device driver

A device driver is a small program that allows a peripheral device such as a printer or scanner to connect to your PC.

Domain

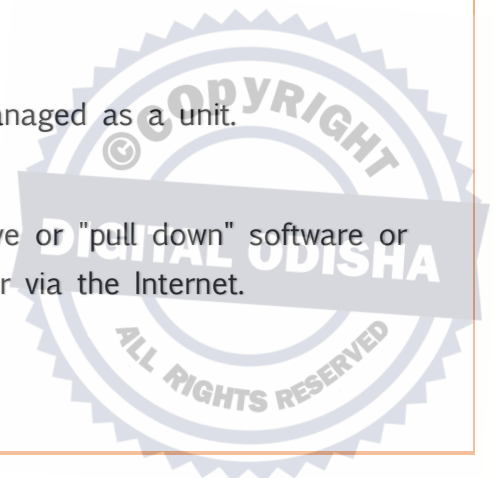
A domain is a set of computers on a network that are managed as a unit.

Download

Downloading is the method by which users access and save or "pull down" software or other files to their own computers from a remote computer via the Internet.

DV

DV stands for digital video.



Email

Email or electronic mail is a way of sending messages over the internet. Popular email programs include Outlook, Mozilla Thunderbird, Gmail and Yahoo Mail.

Encryption

Encryption is the process of converting electronic data to an unrecognisable or encrypted form, one that cannot be easily understood by unauthorised parties.

Ethernet

Ethernet is the most common way of connecting computers on a network with a wired connection. It is a type of local area network (LAN) technology, providing a simple interface for connecting multiple devices.

Firewall

A firewall is a barrier that acts as a security system to protect trusted computer systems and networks from outside connections and untrusted networks, such as the Internet.

FTP

File transfer protocol (FTP) is a common method of transferring files via the internet from one host to another host.

Gateway

A point within a network that interconnects with other networks.

GIF

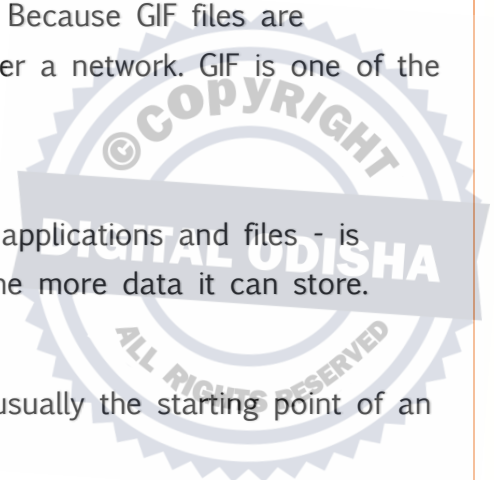
Graphics interchange format (GIF) is a graphics file format. Because GIF files are compressed, they can be quickly and easily transmitted over a network. GIF is one of the main graphics formats on the Internet.

Hard disk

The physical place where a computer stores information - applications and files - is known as its hard disk drive (HDD). The bigger the HDD, the more data it can store.

Home page

The page that an Internet browser first opens up to. It is usually the starting point of an organisation's or individual's website.



HTML

Hyper-text markup language (HTML) is a set of symbols inserted into files intended for display on the world wide web. The symbols tell web browsers how to display words and images - e.g. which colour, font and type size to use - and they direct it to link to other pages on the world wide web via hyperlinks.

Internet

A set of interconnected networks that allow computers in different locations to exchange information. The Internet includes services such as the world wide web, electronic mail, file transfer protocol (FTP), chat and remote access to networks and computers.

ISP

An internet service provider (ISP) is a company that provides access to the Internet. In Australia, widely used ISPs include Bigpond, iinet and Dodo.

Intranet

An intranet is basically a private, internal internet specific to an organisation or group.

Java

Java is a programming language that is commonly used in the development of client-server web applications.

JPEG

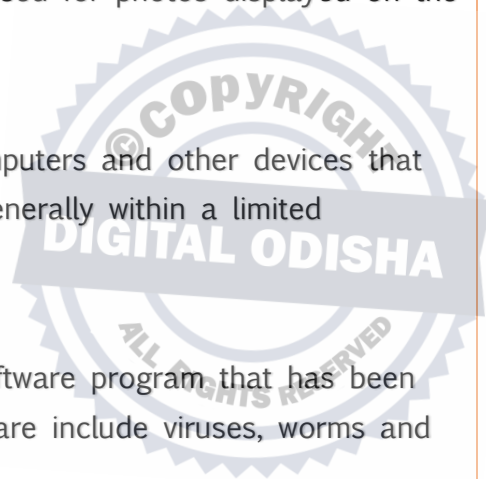
JPEG stands for Joint Photographic Experts Group, which was the committee that created the file format known as JPEG. The format is commonly used for photos displayed on the world wide web.

LAN

A local area network (LAN) is a system that connects computers and other devices that share a common communications line and wireless link, generally within a limited geographical area such as a home or office building.

Malware

"Malware" is short for malicious software. It refers to a software program that has been developed to do harm to other computers. Types of malware include viruses, worms and spyware.



Megabyte

A measure of computer processor storage and real and virtual memory. A megabyte (Mb) is 2 to the 20th power bytes, or 1,048,576 bytes in decimal notation.

Megahertz

Megahertz is the unit used to measure the speed of a computer's processor (e.g. 2.8Ghz)

Modem

A modem is a device that allows computers to transmit information to each other via ordinary telephone lines.

Online

If a computer (or computer user) is online, it is currently connected to a network or to the Internet. Online also refers to resources and services available on the Internet - e.g. online banking, online dictionary.

Operating system

An operating system (OS) is the software that manages all of a computer's processes and allows programs and applications to run. The most prominent operating system is Microsoft Windows. Others include Mac OS X and Linux.

PDF

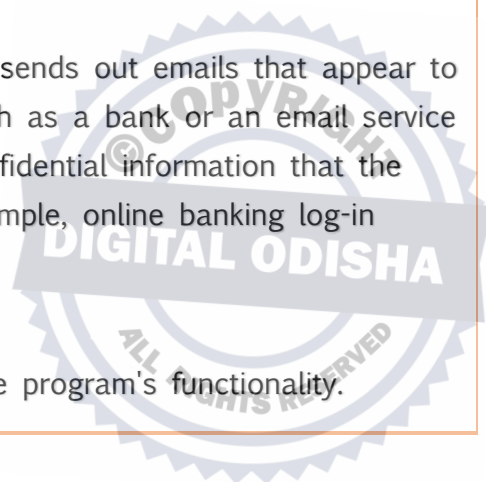
Portable document format (PDF) is a file type created by Adobe Systems Inc. PDFs can be read using free software called Adobe Acrobat Reader or another PDF reader.

Phishing

Phishing is a type of email fraud in which the perpetrator sends out emails that appear to come from a legitimate service or reputable company, such as a bank or an email service provider. These emails aim to lure recipients to reveal confidential information that the perpetrator can use for their financial advantage - for example, online banking log-in details and passwords.

Plug-in

A software plug-in is a component that adds to a software program's functionality.



POP

A Post office protocol (POP) is an Internet protocol used by your Internet service provider (ISP) to handle email. A POP account is an email account.

PPM

Pages per minute (PPM) generally refers to the speed of a printer.

Processor

The processor is the brains of your computer. It is responsible for performing calculations and tasks that make programs work. The faster the processor, the faster the computer works.

Protocol

A protocol is a standard or set of rules that computers and other devices use when communicating with one another.

RAM

Random access memory (RAM) is usually referred to as a computer's "memory" - it stores information used by programs. Generally, the larger your computer's RAM, the more programs it can run at once without slowing down.

Read-only

A read-only file cannot be edited, modified or deleted.

Resolution

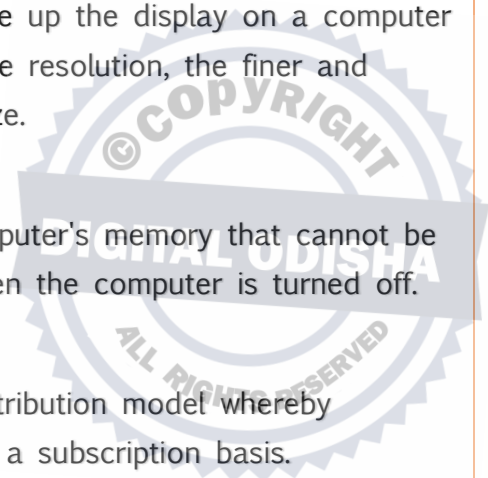
Resolution refers to the number of distinct pixels that make up the display on a computer monitor. It is denoted in DPI (dots per inch). The higher the resolution, the finer and smoother the images appear when displayed at a given size.

ROM

ROM stands for read-only memory. It is the part of a computer's memory that cannot be changed by a user. The contents of ROM remain even when the computer is turned off.

SAAS

SAAS stands for software as a service. It is a software distribution model whereby software applications are centrally hosted and licensed on a subscription basis.



Search engine

A search engine enables a computer user to search information on the Internet. It is a type of software that creates indexes of databases or Internet sites based on the titles of files, keywords, or the full text of files. The most popular search engines are Google.com.au, Yahoo.com.au and Bing.com.au.

SSL

SSL, or secure sockets layer, is a protocol that allows Internet users to send encrypted messages across the Internet. It is generally used when transmitting confidential information (e.g. personal data or credit card details). A web address that begins with "https" indicates that an SSL connection is in use.

SEO

SEO, or search engine optimisation, is the practice of making adjustments to certain aspects of a website in an effort to improve its ranking on search engines.

Server

A server is a computer that handles requests for data, email, file transfers, and other network services from other computers.

Spam

Spam refers to unsolicited email messages sent for marketing purposes.

Unzip

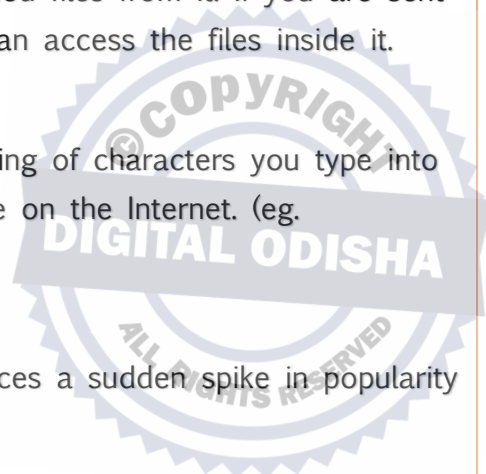
To unzip a zip file is to extract and decompress compressed files from it. If you are sent a zip file via email, you will need to unzip it before you can access the files inside it.

URL

A URL (unique resource locator) or web address is the string of characters you type into a browser to access a particular website or other resource on the Internet. (eg. <http://www.ourcommunity.com.au>)

Viral

If an online video, photo or article "goes viral", it experiences a sudden spike in popularity in a short period of time.



Virus

A virus is a piece of programming code inserted into other programming to cause damage. Viruses can be sent in many forms but are often transmitted via email messages that, when opened, may erase data or cause damage to your hard disk. Some viruses are able to enter your email system and send themselves to other people in your list of contacts.

WEP

Wired equivalent privacy (WEP) is a security protocol used in wi-fi networks. It is designed to provide a wireless local area network (LAN) with a level of security similar to that of a regular wired LAN. WEP-secured networks are usually protected by passwords. (See also WAP.)

Wi-Fi

Wi-Fi is a technology that allows computers and other devices to communicate via a wireless signal. Essentially, it means you can browse the internet without tripping over phone cords.

WPA

Wi-Fi protected access (WPA) is a security protocol used in wi-fi networks. It is an improvement on WEP because it offers greater protection through more sophisticated data encryption.

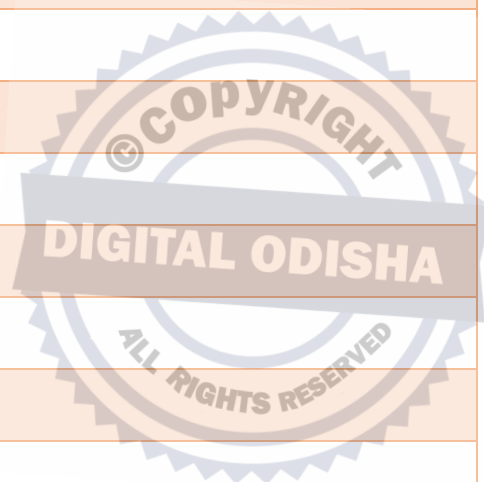
Zip

To zip files is to archive and compress them into one file of smaller size using a program such as WinZip. It's a handy way to make files smaller before sending them via email

Important Full Form

Short Form	Full Form
OK	Oll Korrekt.(jokey misspelling of "All Correct")
AKA	Also Known As
BTW	By the Way

DIY	Do it Yourself
FAQ	Frequently asked Questions
WTF	What the Fuck
WTH	What the Hell / What the Heck
WFM	Works for Me
LOL	Laughing Out Loud / Laugh Out Loud
AMA	Ask Me Anything
A2A	Ask to Answer
DM	Direct Message
PM	Private Message
QA Session	Question Answer Session
ICYMI	In Case You Missed It
IMO / IMHO	In My Opinion / In My Humble Opinion
TL;DR	Too Long; Didn't Read
TIL	Today I Learned
P.S	Post Script
TY	Thank You
TQ	Thank You
AM	Anno Meridian
PM	Post Meridian
PAN	Permanent Account Number.
NRI	Non-Resident Indian



CTC	Cost To Company
NEFT	National Electronic Funds Transfer
BPO	Business Process Outsourcing
SMS	Short Messaging Service
PhD	Doctor of Philosophy
i.e	Id Est (That is to say)

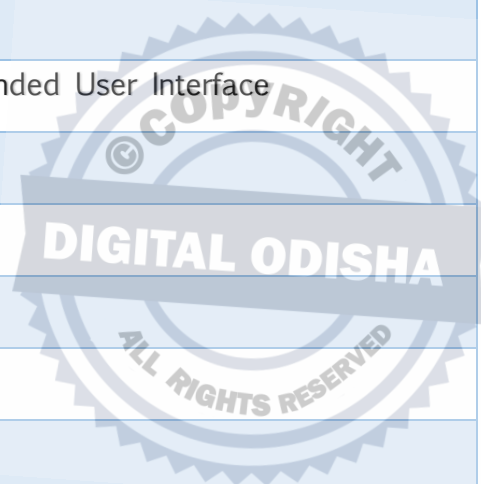
Short Form	Full Form
AMD	Advanced Micro Devices
ATA	Advanced Technology Attachment
ATX	Advanced Technology Extended
CD	Compact Disc
CD-ROM	Compact Disc-Read-Only Memory
CD-RW	Compact Disc-Rewritable
Computer	Commonly Operated Machine Particularly Used In Technical And Educational Research
CPU	Central Processing Unit
DVD	Digital Versatile Disc
DVD-ROM	Digital Video Disc-Random Access Memory
DVD-ROM	Digital Video Disc-Read Only Memory
DVD-R	Digital Video Disc-Recordable
DVD-RW	Digital Video Disc-Rewritable
DDR	Double Data-Rate



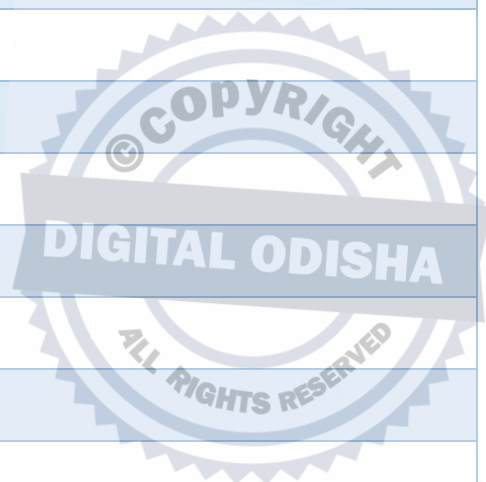
DDR RAM	Double Data-Rate Random Access Memory
FDD	Floppy Disk Drive
HDD	Hard Disk Drive
HDMI	High Definition Media Interface
IDE	Integrated Drive Electronics
LCD	Liquid Crystal Display
LED	Light Emitting Diode
RAM	Random Access Memory
ROM	Read Only Memory
HDD	Hard Disk Drive
FDD	Floppy Disk Drive
PCI	Peripheral Component Interconnect
SSD	Solid State Disk
SMPS	Switch Mode Power Supply
USB	Universal Serial Bus
VGA	Video Graphics Array
VRAM	Video Random Access Memory
Short Form	Full Form
2G	Second generation of mobile phone standards and technology
3G	Third generation of mobile phone standards and technology



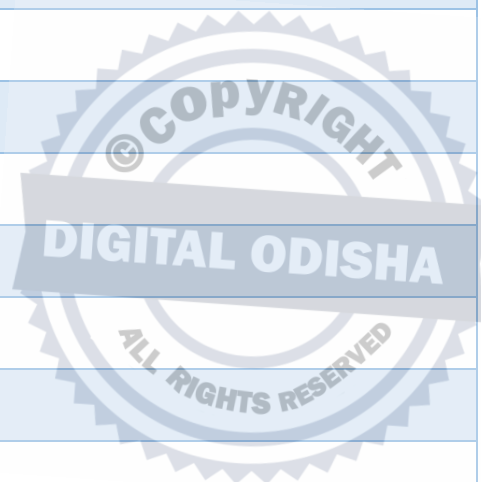
4G	4th generation of mobile phone standards and technology
FTP	File Transfer Protocol
GPRS	General Packet Radio System
GSM	Global System For Mobile Communications
IMAP	Internet Message Access Protocol
LAN	Local Area Network
IP	Internet Protocol
IPCONFIG	Internet Protocol Configuration
MAC	Media Access Control
MAN	Metropolitan Area Network
POP	Post Office Protocol
POP3	Post Office Protocol 3
PPP	Point-To-Point Protocol
PPTP	Point-to-Point Tunneling Protocol
NetBIOS	Networked Basic Input Output System
NetBEUI	Networked Basic Input/Output System Extended User Interface
SMTP	Simple Mail Transport Protocol
VPN	Virtual Private Network
WAN	Wide Area Network
WAP	Wireless Application Protocol
WIFI	Wireless Fidelity
WLAN	Wireless Local Area Network



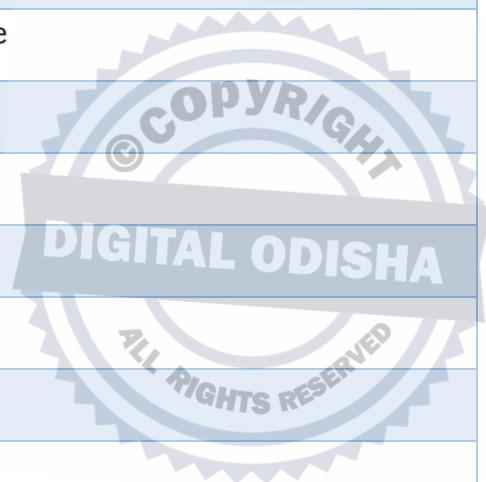
Short Form	Full Form
API	Application Programming Interfaces
BIOS	Basic Input/Output System
CMOS	Complementary Metal-Oxide Semiconductor
DNS	Domain Name Service Or Domain Name Server
DPI	Dots Per Inch
DVI	Digital Visual Interface
FAT	File Allocation Table
FAT12	12-Bit File Allocation Table
FAT16	16-Bit File Allocation Table
FAT32	32-Bit File Allocation Table
FPS	Frame Per Second
EMI	Electromagnetic Interference
GB	Gigabyte
GBps	Gigabytes per second or Gigabits per second
GHz	Gigahertz
GUI	Graphical User Interface
I/O	Input & Output
Mbps	Mega Bytes Per second
KBps	Kilo Bytes Per Second
KB	Kilobyte
MB	Megabyte



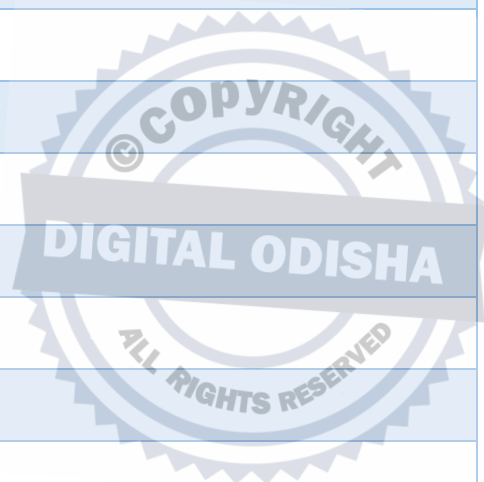
GB	Gigabyte
TB	Terabyte
4 Bits	1 Nibble
8 Bits	1 Byte
1024 Bytes	1 Kilo Byte (KB)
1024 KB	1 Mega Byte (MB)
1024 MB	1 Gyga Byte (GB)
1024 GB	1 Tera Byte (TB)
1024 TB	1 Peta Byte (PB)
1024 PB	1 Exa Byte (EB)
1024 EB	1 Zetta Byte (ZB)
1024 ZB	1 Yotta Byte (YB)
MHz	Megahertz
MP3	Moving Picture Experts Group Layer 3 Audio
MPEG	Moving Picture Experts Group
MSCONFIG	Microsoft Configuration
NTFS	New Technology File System
NTLDR	New Technology Loader
OMR	Optical Mark Recognition
RGB	Red Green Blue
TXT	TEXT
SD	SECURE DIGITAL



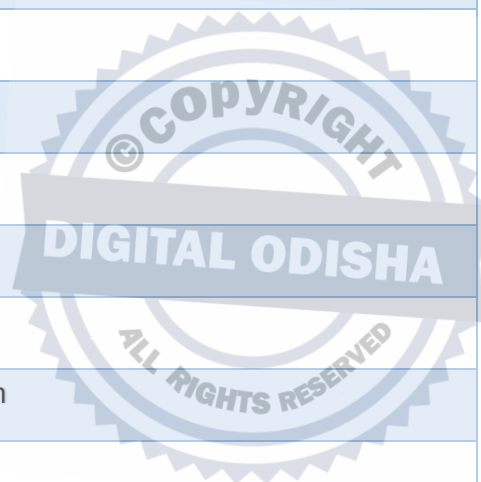
PC	Personal Computer
OS	Operating System
VDU	Visible Display Unit
XGA	Extended Graphics Array
ZIP	Zigzag Inline Package
Short Form	Full Form
HTML	Hypertext Markup Language
HTTP	Hypertext Transfer Protocol
HTTPS	Hypertext Transfer Protocol Over Secure Sockets Layer
PHP	Hypertext Preprocessor
XML	Extensible Markup Language
CSS	Cascading Style Sheets
SASS	Syntactically Awesome Style Sheets
JS	JavaScript
AJAX	Asynchronous JavaScript And XML
PERL	Practical Extraction and Reporting Language
UI	User Interface
UX	User Experience
ASP	Active Server Pages
RSS	REALLY SIMPLE SYNDICATION
SQL	Structured Query Language
NET	Internet



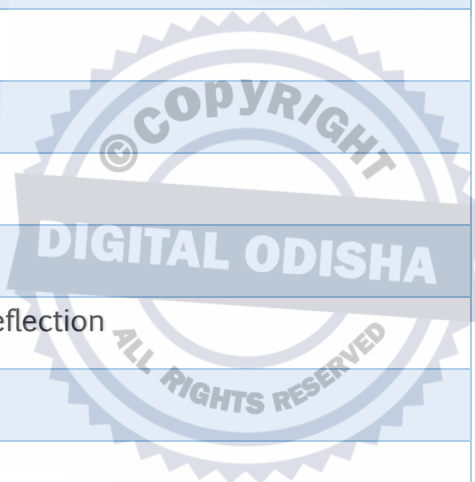
WP	WordPress
WWW	World Wide Web
Short Form	Full Form
Ps	Photoshop
Ai	Illustrator
Lr	Lightroom
Be	Behance
T	Typekit
Au	Adobe Audition
Br	Bridge
Co	Edge Code
Fw	Fireworks
Ic	InCopy
Mu	Adobe Muse
Bc	Business Catalyst
In	Edge Inspect
Fb	Flash Builder
Id	InDesign
Pl	Prelude
Pr	Premiere Pro
CC	Creative Cloud
Rf	Edge Reflow



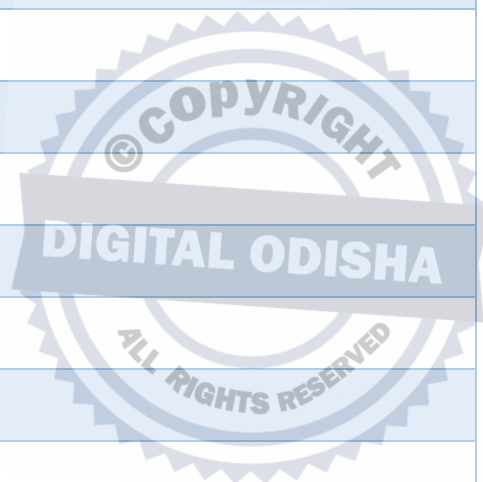
Fl	Flash Professional
P	Prosite
Sc	Adobe Scout
Wf	Edge Web Fonts
Sg	SpeedGrade
Ae	After Effects
Dw	Dreamweaver
Bd	PhoneGap Build
St	Story Plus
W	Winword
X	Excel
O	Outlook
P	PowerPoint
N	OneNote
A	Access
Short Form	Full Form
GOOGLE	Google is not an abbreviation.
YAHOO	Yet Another Hierarchical Officious Oracle
INTEL	Integrated Electronics
LG	Life's Good
IBM	International Business Machines Corporation
HP	Hewlett-Packard



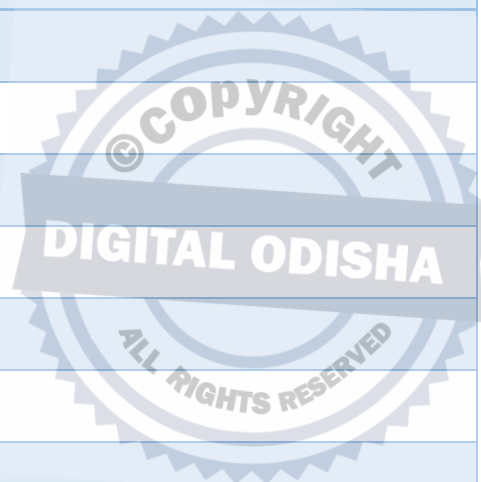
IBM	International Business Machines
AUDI	Auto Union Deutschland Ingolstadt
BMW	Bavarian Motor Works
AMW	Asian Motor Works
CNN	Cable News Network
IBN	Indian Broadcasting Network
WIPRO-	Western Indian Products
MRF	Madras Rubber Factory
TVS	T.V Sundaram(Co-Founder)
BBC	British Broadcasting Corporation
AMUL	Anand Milk Union Limited
ICICI	Industrial Credit and Investment Corporation of India
ESPN	Entertainment and Sport Programming Network
KFC	Kentucky Fried Chicken
TED	Technology, Entertainment and Design
IMDb	The Internet Movie Database
ISD	International Subscriber Dialing
Adidas	Adolf ‘ Adi’ Dassler
DELL	Digitle Electronic Link Library
ACER	Acquisition Collaboration experimentation Reflection
ONGC	Oil & Natural Gas Corporation
Abbreviation (Extensions)	Full Forms



.com	Commercial Internet Sites
.net	Internet Administrative Site
.org	Organization Site
.edu	Education Sites
.firm	Business Site
.gov	Government Site
.int	International Institutions
.mil	Military Site
.mobi	Mobile Phone Site
.int	International Organizations
.io	Indian Ocean (British Indian Ocean Territory)
.mil	U.S. Military
.gov	Government
.store	A Retail Business
.web	Internet Site that is about the World Wide Web
.in	India
.au	Australia
.ae	Arab Emirates
.sa	Saudi Arabia
.us	United States
.uk	United Kingdom
.kh	Cambodia



.th	Thailand
.cn	China
.vn	Vietnam
.jp	Japan
.sg	Singapore
.nz	New Zealand
.my	Malaysia
hort Form	Full Form
.txt	Text/Plain
.docx	Document (without Macros)
.docm	Document (with Macros)
.ppt	PowerPoint Presentation
.csv	Comma Separated Values
.pdf	Portable Document Format
.gif	Graphics Interchange Format
.mpeg	Moving Picture Experts Group
.wmv	Windows Media Video
.flv	Flash Video
.avi	Audio Video Interleave
.mp4	MPEG Layer 4
.psd	Photoshop Document
.asf	Advanced Systems Format



.divX	Digital Video Express (DivX-encoded Movie)
.mp3	MPEG Audio Layer 3
.aiff	Audio Interchange File Format
.bmp	Windows Bitmap
.wav	Waveform PCM Audio
.wma	Windows Media Audio
.bmf	Broadcast Wave Format
.dat	Digital Audio Tape
.vue	Vue.js (Document)
.py	Python Document (File)
.ts	Type Script (Document)
.js	Javascript (Document)
.sub	Subtitle File
.me	Readme Text File
.fdr	Final Draft Document
.bat	Microsoft's Batch Processing

ALL SHORT CUT KEY -

BASIC SHORT CUT

- F1 =[Display Help]
- F2 =[Rename the selected item]
- F3 =[Search for a file or folder]
- F4 =[Display the address bar list in File Explorer]



- F5 =[Refresh the active window]
- F6= [Cycle through screen elements in a window or on the desktop]
- F10 =[Activate the Menu bar in the active app]
- ALT + F4= [Close the active item, or exit the active app]
- ALT + ESC =[Cycle through items in the order in which they were opened]
- ALT + Underlined Letter in menus and dialog box options =[Perform the command for that letter]
- ALT + ENTER =[Display properties for the selected item]
- ALT + SPACEBAR= [Open the shortcut menu for the active window]
- ALT + LEFT ARROW= [Back]
- ALT + RIGHT ARROW= [Forward]
- ALT + PAGE UP =[Move up one screen]
- ALT + PAGE DOWN= [Move down one screen]
- ALT + TAB =[Switch between open apps (except desktop apps)]
- CTRL + F4= [Close the active document (in apps that allow you to have multiple documents open simultaneously)]
- CTRL + A= [Select all items in a document or window]
- CTRL + C or CTRL + INSERT =[Copy the selected item]
- CTRL + D / DELETE= [DELETE the selected item and move it to the Recycle Bin]
- CTRL + R or F5 =[Refresh the active window]
- CTRL + V or SHIFT + INSERT= [Paste the selected item]
- CTRL + X= [Cut the selected item]
- CTRL + Y= [Redo an action]
- CTRL + Z= [Undo an action]
- CTRL + + or CTRL + - =[Zoom in or out of a large NUMBER of items, like apps pinned to the Start screen]
- CTRL + mouse scroll wheel =[Change the size of desktop icons or zoom in or out of a large NUMBER of items, like apps pinned to the Start screen]
- CTRL + RIGHT ARROW= [Move the cursor to the beginning of the next word]
- CTRL + LEFT ARROW= [Move the cursor to the beginning of the previous word]
- CTRL + DOWN ARROW =[Move the cursor to the beginning of the next paragraph]
- CTRL + UP ARROW = [Move the cursor to the beginning of the previous paragraph]
- CTRL + ALT + TAB =[Use the arrow keys to switch between all open apps]

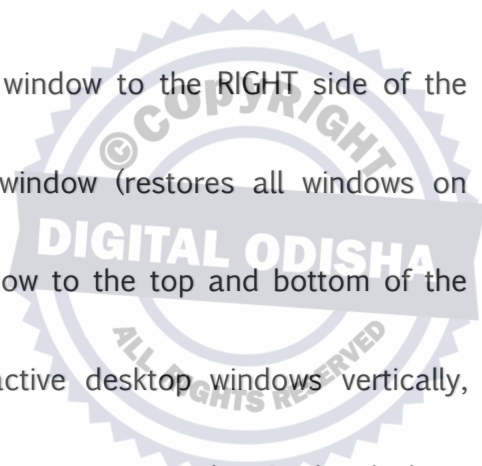
- CTRL + ARROW + SPACEBAR =[Select multiple individual items in a window or on the desktop]
- CTRL + SHIFT + ARROW= [Select a block of text]
- CTRL + ESC =[Open the Start screen]
- CTRL + SHIFT + ESC= [Open Task Manager]
- CTRL + SHIFT =[Switch the keyboard layout when multiple keyboard layouts are available]
- CTRL + SPACEBAR= [Turn the Chinese input method editor (IME) on or off]
- SHIFT + F10 =[Display the shortcut menu for the selected item]
- SHIFT + ARROW =[Select more than one item in a window or on the desktop, or select text within a document]
- SHIFT + DELETE =[Delete the selected item without moving it to the Recycle Bin first]
- RIGHT ARROW =[Open the next menu to the right, or open a submenu]
- LEFT ARROW =[Open the next menu to the left, or close a submenu]
- ESC =[Stop or leave the current task]

Windows key Shortcuts

- Win + F1= [Open Windows Help and support]
- Win =[Display or hide the Start screen]
- Win + B =[Set focus in the notification area]
- Win + C= [Open Charms]
- Win + D= [Display and hide the desktop]
- Win + E= [Open File Explorer]
- Win + F= [Open the Search charm and search for files]
- Win + H =[Open the Share charm]
- Win + I =Open the Settings charm
- Win + K =[Open the Devices charm]
- Win + L =[Lock your PC or switch people]
- Win + M =[Minimize all windows]
- Win + O =[Lock device orientation]
- Win + P =[Choose a presentation display mode]
- Win + Q =[Open the Search charm to search everywhere or within the open app (if the app supports app search)]



- Win + R =[Open the Run dialog box]
- Win + S =[Open the Search charm to search Windows and the web]
- Win + T= [Cycle through apps on the taskbar]
- Win + U =[Open Ease of Access Center]
- Win + V =[Cycle through notifications]
- Win + SHIFT + V= [Cycle through notifications in reverse order]
- Win + W= [Open the Search charm and search for settings]
- Win + X =[Open the Quick Link menu]
- Win + Z =[Show the commands available in the app]
- Win + ,= [Temporarily peek at the desktop]
- Win + PAUSE =[Display the System Properties dialog box]
- Win + CTRL + F= [Search for PCs (if you're on a network)]
- Win + SHIFT + M =[Restore minimized windows on the desktop]
- Win + TAB =[Cycle through recently used apps (except desktop apps)]
- Win + CTRL + TAB =[Cycle through recently used apps (except desktop apps)]
- Win + SHIFT + TAB =[Cycle through recently used apps (except desktop apps) in reverse order]
- Win + CTRL + B =[Switch to the app that displayed a message in the notification area]
- Win + UP ARROW= [Maximize the window]
- Win + DOWN ARROW= [Remove current app from screen or minimize the desktop window]
- Win + LEFT ARROW =[Maximize the app or desktop window to the LEFT side of the screen]
- Win + RIGHT ARROW =[Maximize the app or desktop window to the RIGHT side of the screen]
- Win + HOME= [Minimize all but the active desktop window (restores all windows on second stroke)]
- Win + SHIFT + UP ARROW= [Stretch the desktop window to the top and bottom of the screen]
- Win + SHIFT + DOWN ARROW =[Restore/minimize active desktop windows vertically, maintaining width]
- Win + SHIFT + LEFT ARROW or RIGHT ARROW= [Move an app or window in the desktop from one monitor to another]



- Win + SPACEBAR= [Switch input language and keyboard layout]
- Win + CTRL + SPACEBAR =[Change to a previously selected input]
- Win + ENTER =[Open Narrator]
- Win + SHIFT + . [Cycle through open apps]
- Win + .= [Cycle through open apps]
- Win + / =[Initiate IME reversion]
- Win + ALT + ENTER =[Open WindowsMedia Center]
- Win + +/-= [Zoom in or out using Magnifier]
- Win + ESC =[Exit Magnifier]

DIALOGUE BOX SHORT CUT KEY.

- F1 =[Display Help]
- F4= [Display the items in the active list]
- CTRL + TAB= [Move forward through tabs]
- CTRL + SHIFT + TAB= [Move back through tabs]
- CTRL + (NUMBER 1-9) =[Move to nth tab]
- TAB= [Move forward through options]
- SHIFT + TAB= [Move back through options]

FILE EXPLORE SHORTCUT KEY

- ALT + D =[Select the address bar]
- CTRL + E= [Select the search box]
- CTRL + F =[Select the search box]
- CTRL + N =[Open a new window]
- CTRL + W= [Close the current window]
- CTRL + mouse scroll wheel= [Change the size and appearance of file and folder icons]
- CTRL + SHIFT + E =[Display all folders above the selected folder]
- CTRL + SHIFT + N= [Create a new folder]
- NUM LOCK + *= [Display all subfolders under the selected folder]
- NUM LOCK + += [Display the contents of the selected folder]
- NUM LOCK + -= [Collapse the selected folder]
- ALT + P =[Display the preview pane]
- ALT + ENTER= [Open the Properties dialog box for the selected item]



- ALT + RIGHT ARROW= [View the next folder]
- ALT + UP ARROW= [View the folder that the folder was in]
- ALT + LEFT ARROW= [View the previous folder]
- BACKSPACE= [View the previous folder]
- RIGHT ARROW= [Display the current selection (if it's collapsed), or select the first subfolder]
- LEFT ARROW = [Collapse the current selection (if it's expanded), or select the folder that the folder was in]
- END= [Display the bottom of the active window]
- HOME= [Display the top of the active window]
- F11= [Maximize or minimize the active window]

HELP SHORTCUT KEY

- F3 =[Move the cursor to the search box]
- F10 =[Display the Options menu]
- HOME =[Move to the beginning of a topic]
- END =[Move to the end of a topic]
- ALT + LEFT ARROW =[Move back to the previously viewed topic]
- ALT + RIGHT ARROW= [Move to the next (previously viewed) topic]
- ALT + HOME= [Display the Help and support home page]
- ALT + A =[Display the customer support page]
- ALT + C =[Display the TABLE of Contents]
- ALT + N= [Display the Connection Settings menu]
- CTRL + F= [Search the current topic]
- CTRL + P =[Print a topic]

MICROSOFT WORD SHORT CUT KEY

- CTRL + A = Select text
- CTRL + B = Bold text
- CTRL + C = Copy text
- CTRL + D = Open font formatting window



- CTRL + E = Center text
- CTRL + F = Find a phrase
- CTRL + G = Go To a specific page or bookmark
- CTRL + H = Replace text with another text or replace text with different formatting
- CTRL + I = *Italicize* text
- CTRL + J = Justify text
- CTRL + K = Open Insert Hyperlink window
- CTRL + L = Left align text
- CTRL + M = Indent a paragraph from the left
- CTRL + N = Open new Word document
- CTRL + O = Open an existing Word document
- CTRL + P = Print Word document
- CTRL + Q = Remove paragraph formatting
- CTRL + R = Right align text
- CTRL + S = Save Word document
- CTRL + T = Create a hanging indent
- CTRL + U = Underline text
- CTRL + V = Paste text
- CTRL + W = Close Word document
- CTRL + X = Cut text
- CTRL + Y = Redo an action previously undone OR repeat an action
- CTRL + Z = Undo a previous action
- CTRL + SHIFT + C = Copy Formats
- CTRL + SHIFT + D = Double Underline text
- CTRL + SHIFT + E = Track changes
- CTRL + SHIFT + F = Change the font
- CTRL + SHIFT + H = Apply hidden text formatting
- CTRL + SHIFT + K = Format letters as small capitals
- CTRL + SHIFT + L = Apply the List style
- CTRL + SHIFT + M = Remove a paragraph indent from the left
- CTRL + SHIFT + N = Apply the Normal Style
- CTRL + SHIFT + P = Change the font size
- CTRL + SHIFT + Q = Change the selection to the Symbol font



- CTRL + SHIFT + S = Apply a style
- CTRL + SHIFT + T = Reduce a hanging indent
- CTRL + SHIFT + V = Paste Formats
- CTRL + SHIFT + W = Underline words but not spaces
- CTRL +] = Increase size of selected text by one point
- CTRL + [= Decrease size of selected text by one point
- CTRL + SHIFT + > = Increase font size
- CTRL + SHIFT + < = Decrease font size
- CTRL + 1 = Single-space lines
- CTRL + 2 = Double-space lines
- CTRL + 5 = 1.5 space lines
- CTRL + 0 = Add/remove one line space preceding a paragraph
- CTRL + Left Arrow = Move one word to the left
- CTRL + Right Arrow = Move one word to the right
- CTRL + Up Arrow = Move one paragraph up
- CTRL + Down Arrow = Move one paragraph down
- CTRL + Page Up = Go to the top of previous page
- CTRL + Page Down = Go to the top of next page
- CTRL + END = Go to the end of document
- CTRL + HOME = Go to the beginning of document
- CTRL + ENTER = Page break
- CTRL + DELETE = Delete one word to the right
- CTRL + BACKSPACE = Delete one word to the left
- CTRL + TAB = Insert a Tab character
- CTRL + ALT + C = Copyright symbol
- CTRL + ALT + R = Registered trademark symbol
- CTRL + ALT + T = Trademark symbol
- CTRL + ALT + M = Insert a comment
- CTRL + ALT + I = Switch in or out of print preview



MICROSOFT EXCEL -

Ctrl+A= Select all contents of a worksheet.

Ctrl+B = Bold all cells in the highlighted section.

Ctrl+C = Copy all cells in the highlighted section.

Ctrl+D = Fill down.

Ctrl+F = Search current sheet.

Ctrl+G = Go to a certain area.

Ctrl+H = Find and replace.

Ctrl+I = Puts italics on all cells in the highlighted section.

Ctrl+K= Inserts a hyperlink.

Ctrl+N = Creates a new workbook.

Ctrl+O = Opens a workbook.

Ctrl+P= Print the current sheet.

Ctrl+R= Fill right.

Ctrl+S = Saves the open worksheet.

Ctrl+U = Underlines all cells in the highlighted section.

Ctrl+V = Pastes everything copied onto the clipboard.

Ctrl+W = Closes the current workbook.

Ctrl+X = Cuts all cells in the highlighted section.

Ctrl+Y = Repeats the last entry.

Ctrl+Z = Undo the last action.

Ctrl+1 = Changes the format of the selected cells.

Ctrl+2 = Bolds all cells in the highlighted section.

Ctrl+3 = Puts italics all cells in the highlighted section.

Ctrl+4 = Underlines all cells in highlighted section.



Ctrl+5 = Puts a strikethrough all cells in the highlighted section.

Ctrl+6 = Shows or hides objects.

Ctrl+7 = Shows or hides the toolbar.

Ctrl+8 = Toggles the outline symbols.

Ctrl+9 = Hides rows.

Ctrl+0 = Hides columns.

Ctrl+Shift+: = Enters the current time.

Ctrl+; = Enters the current date.

Ctrl+= Changes between displaying cell values or formulas in the worksheet.

Ctrl+' = Copies a formula from the cell above.

Ctrl+Shift+" = Copies value from cell above.

Ctrl+- = Deletes the selected column or row.

Ctrl+Shift+= Inserts a new column or row.

Ctrl+Shift+~ = Switches between showing Excel formulas or their values in cells.

Ctrl+Shift+@ = Applies time formatting.

Ctrl+Shift+! = Applies comma formatting.

Ctrl+Shift+\$ = Applies currency formatting.

Ctrl+Shift+# = Applies date formatting.

Ctrl+Shift+% = Applies percentage formatting.

Ctrl+Shift+^ = Applies exponential formatting.

Ctrl+Shift+* = Selects the current region around the active cell.

Ctrl+Shift+& = Places border around selected cells.

Ctrl+Shift+_ = Removes a border.



Ctrl++ = Insert.

Ctrl+- = Delete.

Ctrl+Shift+(= Unhide rows.

Ctrl+Shift+) = Unhide columns.

Ctrl+/ = Selects the array containing the active cell.

Ctrl+\ = Selects the cells that have a static value or don't match the formula in the active cell.

Ctrl+[= Selects all cells referenced by formulas in the highlighted section.

Ctrl+] = Selects cells that contain formulas that reference the active cell.

Ctrl+Shift+{ = Selects all cells directly or indirectly referenced by formulas in the highlighted section.

Ctrl+Shift+} = Selects cells which contain formulas that directly or indirectly reference the active cell.

Ctrl+Shift+| (pipe) = Selects the cells within a column that don't match the formula or static value in the active cell.

Ctrl+Enter = Fills the selected cells with the current entry.

Ctrl+Spacebar = Selects the entire column.

Ctrl+Shift+Spacebar = Selects the entire worksheet.

Ctrl+Home = Move to cell A1.

Ctrl+End = Move to last cell on worksheet.

Ctrl+Tab = Move between Two or more open Excel files.

Ctrl+Shift+Tab = Activates the previous workbook.

Ctrl+Shift+A = Inserts argument names into a formula.

Ctrl+Shift+F = Opens the drop-down menu for fonts.



Ctrl+Shift+O = Selects all of the cells that contain comments.

Ctrl+Shift+P = Opens the drop-down menu for point size.

Shift+Insert = Pastes what is stored on the clipboard.

Shift+Page Up = In a single column, highlights all cells above that are selected.

Shift+Page Down = In a single column, highlights all cells below that are selected.

Shift+Home = Highlights all text to the left of the cursor.

Shift+End = Highlights all text to the right of the cursor.

Shift+Up Arrow = Extends the highlighted area up one cell.

Shift+Down Arrow = Extends the highlighted area down one cell.

Shift+Left Arrow = Extends the highlighted area left one character.

Shift +Right Arrow = Extends the highlighted area right one character.

Alt+Tab = Cycles through applications.

Alt+Spacebar = Opens the system menu.

Alt+Backspace = Undo.

Alt+Enter = While typing text in a cell, pressing Alt+Enter will move to the next line, allowing for multiple lines of text in one cell.

Alt+= = Creates a formula to sum all of the above cells.

Alt+' = Allows formatting on a dialog box.

F1 = Opens the help menu.

F2 = Edits the selected cell.

F3 = After a name has been created, F3 will paste names.

F4 = Repeats last action. For example, if you changed the color of text in another cell, pressing F4 will change the text in cell to the same color.

F5 = Goes to a specific cell. For example, C6.



F6 = Move to the next pane.

F7 = Spell check selected text or document.

F8 = Enters Extend Mode.

F9 = Recalculates every workbook.

F10 = Activates the menu bar.

F11 = Creates a chart from selected data.

F12 = Save As option.

Shift+F1 = Opens the "What's This?" window.

Shift+F2 = Allows the user to edit a cell comment.

Shift+F3 = Opens the Excel formula window.

Shift+F5 = Brings up a search box.

Shift+F6 = Move to previous pane.

Shift+F8 = Add to selection.

Shift+F9 = Performs calculate function on active sheet.

Ctrl+F3= Open Excel Name Manager.

Ctrl+F4= Closes current Window.

Ctrl+F5= Restores window size.

Ctrl+F6= Next workbook.

Ctrl+Shift+F6= Previous workbook.

Ctrl+F7 = Moves the window.

Ctrl+F8= Resizes the window.

Ctrl+F9= Minimize current window.

Ctrl+F10 = Maximize currently selected window.



Ctrl+F11 = Inserts a macro sheet.

Ctrl+F12 = Opens a file.

Ctrl+Shift+F3 = Creates names by using those of either row or column labels.

Ctrl+Shift+F6 = Moves to the previous worksheet window.

Ctrl+Shift+F12= Prints the current worksheet.

Alt+F1= Inserts a chart.

Alt+F2= Save As option.

Alt+F4= Exits Excel.

Alt+F8= Opens the macro dialog box.

Alt+F11= Opens the Visual Basic editor.

Alt+Shift+F1 = Creates a new worksheet.

Alt+Shift+F2 = Saves the current worksheet.

MICROSOFT EXCEL-

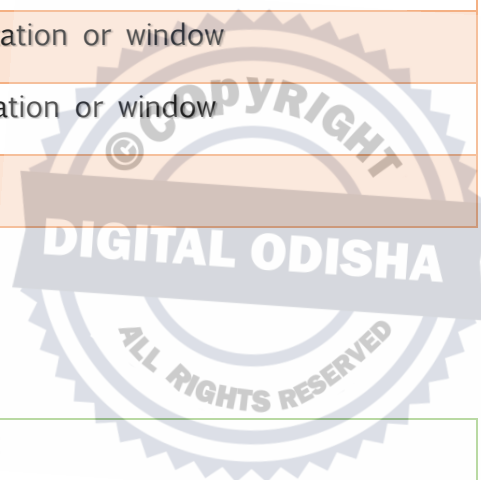
F5	Runs the presentation (View > Slide Show)
Shift + F3	Toggles between lowercase, mixedcase and uppercase on the selection
Shift + F9	Toggles the display of Guide Lines
Shift + Enter	Enters a line break (Soft break)
Ctrl + A	Selects all the objects on the active slide
Ctrl + T	Displays the (Format > Font) dialog box
Ctrl + Shift + Tab	Toggle between the Slides and Outlines tabs (Normal view)
Ctrl + Shift + G	Group the currently selected objects / shapes
Ctrl + Shift + H	Ungroups the currently selected object / shape
Alt + Shift + F4	Closes all the presentations

F1	Display Help or the Office Assistant
F2	Select the text box containing an object or text
F4	Repeats the last presentation action
F5	Runs the presentation (View > Slide Show)
F6	Moves to the next pane in the presentation (clockwise)
F7	Displays the (Tools > Spelling) dialog box
F10	Toggles the activation of the Menu Bar
F12	Displays the (File > Save As) dialog box

Ctrl + F4	Closes the active presentation or window (File > Close)
Ctrl + F5	Restore the size of the active presentation or window
Ctrl + F6	Moves to the next presentation window
Ctrl + F7	Activates the Move window command
Ctrl + F8	Activates the Resize window command
Ctrl + F9	Minimises the size of the active presentation or window
Ctrl + F10	Maximise the size of the active presentation or window
Ctrl + F12	Displays the (File > Open) dialog box

Other + Function

Alt + F2	Displays the (File > Save As) dialog box
Alt + F4	Closes the active presentation and exits PowerPoint



Alt + F5	Restore the program window size
Alt + F7	Find next misspelled word - continue (Tools > Spelling) ??
Alt + F8	Displays the (Tools > Macros > Macro) dialog box
Alt + F9	Toggles the display of the Grid
Alt + F10	Maximise the program window
Alt + F11	Toggles between the Visual Basic Editor window
Alt + Shift + F2	Displays the (File > Save As) dialog box
Alt + Shift + F4	Closes the active presentation
Alt + Shift + F10	Displays the drop-down menu
Ctrl + Shift + F10	Activates the Menu Bar or displays the dialog box
Ctrl + Shift + F12	Displays the (File > Print) dialog box

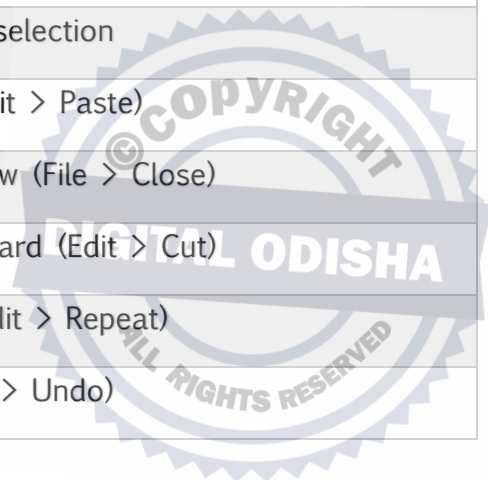
Alt + Shift + 1	Show Heading 1 (Outline view)
Alt + Shift + 9	Expands all text in the presentation (Outline view)

Ctrl + Letters

Ctrl + A	Selects all the objects on the active slide
Ctrl + B	Toggles bold on the current selection
Ctrl + C	Copies the current selection to the clipboard
Ctrl + D	Make a duplicate of the selected slide

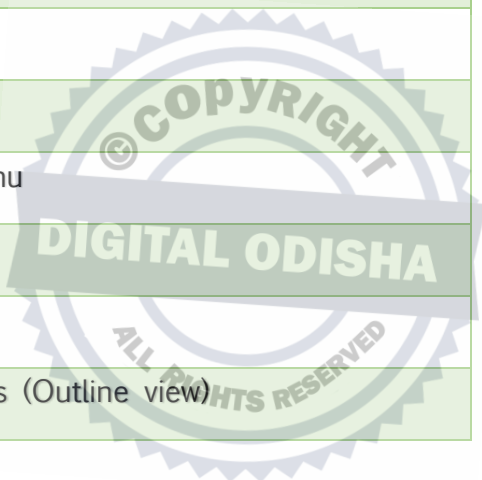


Ctrl + E	Centre aligns the current selection
Ctrl + F	Displays the (Edit > Find) dialog box
Ctrl + G	Displays the (View > Grid and Guides) dialog box
Ctrl + H	Displays the (Edit > Replace) dialog box
Ctrl + I	Toggles italics on the current selection
Ctrl + J	Justifies the current selection
Ctrl + K	Displays the (Insert > Hyperlink) dialog box)
Ctrl + L	Left aligns the current selection
Ctrl + M	Inserts a new slide (Insert > New Slide)
Ctrl + N	Creates a new presentation (File > New)
Ctrl + O	Displays the (File > Open) dialog box
Ctrl + P	Displays the (File > Print) dialog box
Ctrl + R	Right aligns the current selection
Ctrl + S	Saves, Displays the dialog box if a new presentation
Ctrl + T	Displays the (Format > Font) dialog box
Ctrl + U	Toggles (continuous) underlying of the selection
Ctrl + V	Pastes the entry from the clipboard (Edit > Paste)
Ctrl + W	Closes the active presentation or window (File > Close)
Ctrl + X	Cuts the current selection to the clipboard (Edit > Cut)
Ctrl + Y	Repeats the last Presentation action (Edit > Repeat)
Ctrl + Z	Undo the last Presentation action (Edit > Undo)



Others + Letters

Ctrl + Shift + B	Opens the Outlook Address Book
Ctrl + Shift + C	Copies the formatting attributes clipboard
Ctrl + Shift + F	Activates the Font Names drop-down
Ctrl + Shift + G	Group the currently selected objects / shapes
Ctrl + Shift + H	Ungroups the currently selected object / shape
Ctrl + Shift + P	Activates the Font Size drop-down
Ctrl + Shift + V	Pastes the formatting attributes
Alt + D	Displays the (Slide Show) menu
Alt + E	Displays the (Edit) menu
Alt + F	Displays the (File) menu
Alt + H	Displays the (Help) menu
Alt + I	Displays the (Insert) menu
Alt + K	Checks the names in the To, Cc and Bcc
Alt + O	Displays the (Format) menu
Alt + S	Displays an e-mail message
Alt + T	Displays the (Tools) menu
Alt + U	Displays the AutoShapes drop-down menu
Alt + V	Displays the (View) menu
Alt + W	Displays the (Window) menu
Alt + Shift + A	Show all or collapse all text or headings (Outline view)



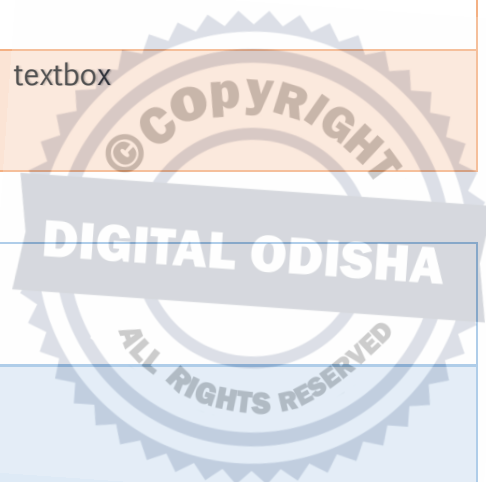
Entering Data

Enter	Enters a new paragraph
Shift + Enter	Enters a line break (Soft break)
Ctrl + Tab	Inserts a tab in a table cell

Extending Data

Shift + Home	Extends the selection to the beginning of the line
Shift + End	Extends the selection to the end of the line
Shift + Up Arrow	Extends the selection one line up
Shift + Down Arrow	Extends the selection one line down
Shift + Left Arrow	Extends the selection one character to the left
Shift + Right Arrow	Extends the selection one character to the right
Ctrl + Shift + Home	Extends the selection to the beginning of the textbox
Ctrl + Shift + End	Extends the selection to the end of the textbox

Ctrl + Shift + Up Arrow	Selects to the line above
Ctrl + Shift + Down Arrow	Selects to the line below

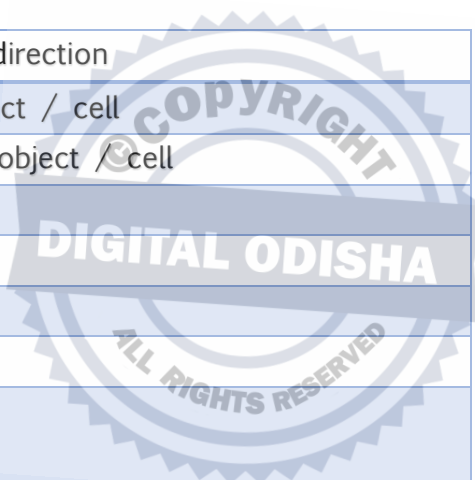


Ctrl + Shift + Left Arrow	Selects to the beginning of the word
Ctrl + Shift + Right Arrow	Selects to the end of the word
Delete	Deletes one character to the right
Backspace	Deletes one character to the left
Ctrl + Delete	Deletes one word to the right
Ctrl + Backspace	Deletes one word to the left

Formatting Data

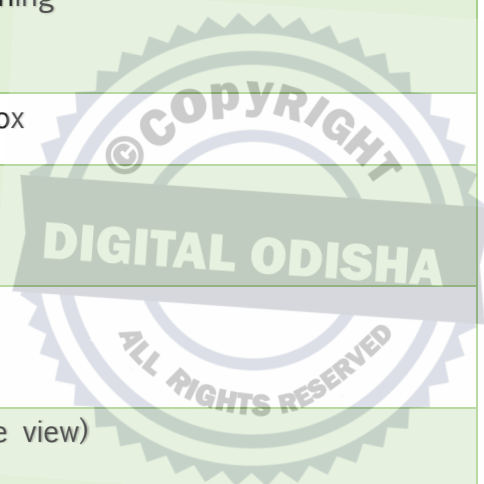
Ctrl +]	Increases the font size to the next size
Ctrl + [	Decreases the font size to the next size
Ctrl + Shift + >	Increases the font size to the next size
Ctrl + Shift + <	Decreases the font size to the next size
Ctrl + =	Toggles Subscript on the selection
Ctrl + Shift + =	Toggles Superscript on the selection

Arrow Keys	Moves one character or line in the given direction
Tab	Moves to the first or next hyperlink / object / cell
Shift + Tab	Moves to the last or previous hyperlink / object / cell
Home	Moves to the beginning of the line
End	Moves to the end of the line
Page Up	Moves to the previous slide
Page Down	Moves to the next slide
Shift + Page Up	Moves to the previous slide



Shift + Page Down	Moves to the next slide
Ctrl + Home	Moves to the beginning of the text box
Ctrl + End	Moves to the end of the text box
Ctrl + Up Arrow	Moves up one paragraph
Ctrl + Down Arrow	Moves down one paragraph
Ctrl + Left Arrow	Moves one word to the left
Ctrl + Right Arrow	Moves one word to the right
Ctrl + Enter	Moves to the next title or body text placeholder

Alt + Tab	Toggles between all your open applications
Alt + Shift + Tab	Toggles backwards between all your open applications
Ctrl + Shift + Tab	Toggles between the Outline tab and the Slides tab
Ctrl + Spacebar	Remove manual character formatting returning
Esc	Cancels the action or closes the dialog box
Alt + Shift + Left Arrow	Promotes a paragraph (Outline view)
Alt + Shift + Right Arrow	Demotes a paragraph (Outline view)
Alt + Shift + Up Arrow	Moves the selected paragraphs up (Outline view)

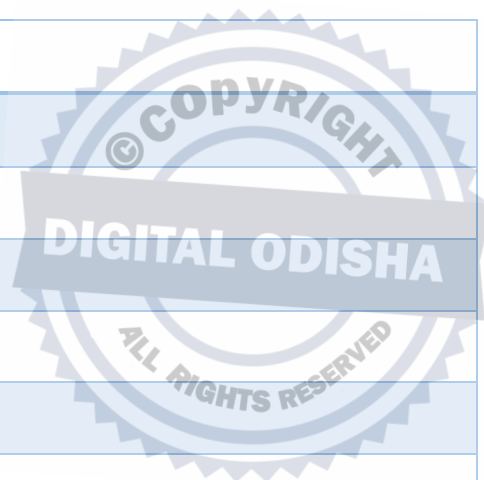


Alt + Shift + Down Arrow	Moves the selected paragraphs down (Outline view)
Alt + Shift + +	Expands the text below a heading (Outline view)
Alt + Shift + -	Collapses the text below a heading (Outline view)
/	Turn character formatting on or off (numeric keypad)
Alt + Escape	Switches to the next program
Ctrl + Escape	Displays the Start Menu
Print Screen	Copies a picture of the whole screen to the clipboard
Alt + Print Screen	Copies a picture of just the active window to the clipboard

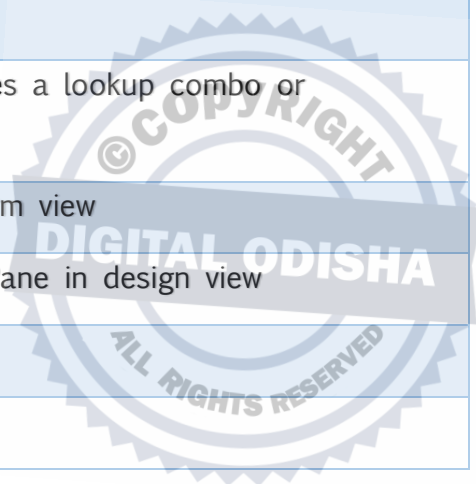
Ctrl + Shift + F6	Move to the previous presentation window ??
Alt + S	Send presentation as an email ??
Alt + K	Check the names in email against the address book ??

MICROSOFT ACCESS SHORT CUT KEY

Keystroke	Function
F1	Opens the Help window
Alt+f	Opens Backstage view
Ctrl+n	Create a new blank database
Ctrl+o	Open an existing database
Ctrl+p	Opens Print dialog box
F11	Show/hide Navigation Pane



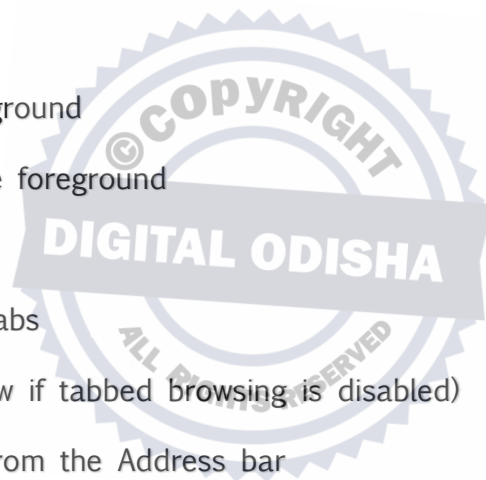
F6	Cycles different areas of program window
Alt+h	Displays Home tab on the Ribbon.
Alt+c	Displays the Create tab on the Ribbon
Alt+x	Displays the External Data tab on the Ribbon
Ctrl+s	Saves the current object in design mode
Ctrl+c	Copies selection to the clipboard
Ctrl+v	Pastes selection to the clipboard
F12	Opens the Save As dialog box
Ctrl+F4	Closes the active document window
Alt+F4	Closes the active application window
Ctrl+z	Undoes last operation
Ctrl+;	Inserts the current date
Ctrl+:	Inserts the current time
Ctrl+'	Copies same field data from previous record.
F2	Toggles selecting all data in the field or placing cursor in edit mode
F9	Recalculates fields on a form or refreshes a lookup combo or list box list
Ctrl+Enter	Inserts a line break in datasheet and form view
Ctrl+Enter	Opens selected object from Navigation Pane in design view
Ctrl+Shift++	Inserts a new record
Ctrl+Shift+-	Deletes current record



Ctrl+Right Arrow	Moves selected control to the right in design or layout view
Ctrl+ Left Arrow	Moves selected control to the left in design or layout view
Ctrl+ Down Arrow	Moves selected control down in design or layout view
Ctrl+ Up Arrow	Moves selected control up in design or layout view
Shift+Right Arrow	Increases selected control width in design or layout view
Shift+ Left Arrow	Decreases selected control width in design or layout view
Shift+ Down Arrow	Increases selected control height in design or layout view
Shift+ Up Arrow	Decreases selected control height in design or layout view
F4	Toggles property sheet window in design view
Shift+F2	Zooms in on current field in datasheet and form view

INTERNET EXPLORER KEYBOARD SHORTCUTS

- CTRL+click :: Open links in a new tab in the background
- CTRL+SHIFT+click :: Open links in a new tab in the foreground
- CTRL+T :: Open a new tab in the foreground
- CTRL+TAB or CTRL+SHIFT+TAB :: Switch between tabs
- CTRL+W :: Close current tab (or the current window if tabbed browsing is disabled)
- ALT+ENTER :: Open a new tab in the foreground from the Address bar
- CTRL+n (where n is a number between 1 and 8) :: Switch to a specific tab number



- CTRL+9 :: Switch to the last tab
- CTRL+ALT+F4 :: Close other tabs
- CTRL+Q :: Toggle Quick Tabs (thumbnail view) on or off
- ALT+M :: Open the Home menu
- ALT+R :: Open the Print menu
- ALT+J :: Open the RSS menu
- ALT+O :: Open the Tools menu
- ALT+L :: Open the Help menu
- F1 :: Display Help
- F11 :: Toggle between full-screen and regular views of the browser window
- TAB :: Move forward through the items on a webpage, the Address bar, or the Links bar
- SHIFT+TAB :: Move back through the items on a webpage, the Address bar, or the Links bar
- ALT+HOME :: Go to your home page
- ALT+RIGHT ARROW :: Go to the next page
- ALT+LEFT ARROW or BACKSPACE :: Go to the previous page
- SHIFT+F10 :: Display a shortcut menu for a link
- CTRL+TAB or F6 :: Move forward through frames and browser elements (only works if tabbed browsing is disabled)
- CTRL+SHIFT+TAB :: Move backward between frames (only works if tabbed browsing is disabled)
- CTRL+F :: Find on this page
- F5 :: Refresh the current web page



- CTRL+F5 :: Refresh the current web page, even if the time stamp for the web version and your locally stored version are the same
- ESC :: Stop downloading a page
- CTRL+O :: Open a new website or page
- CTRL+N :: Open a new window
- CTRL+W :: Close the current window (if you only have one tab open)
- CTRL+S :: Save the current page
- CTRL+P :: Print the current page or active frame
- CTRL+I :: Open Favorites
- CTRL+H :: Open History
- CTRL+J :: Open Feeds
- ALT+P :: Open the Page menu
- ALT+T :: Open the Tools menu
- ALT+H :: Open the Help menu

What is Computer –

- The word computer is composed of the word "compute" which means "calculation", which is why it is also called calculator or computer
- it was invented for calculation, in the old time computer used only to calculate But nowadays it is used to create documentaries, e-mail, listening and viewing audio and video, play games, database preparation, and many more
- such as in the banks, in educational institutions, offices In, In computers, in computers, computers are being used extensively, in the stores.
- computers only work which we say to do it, that is, it only follows those commands which are already inserted inside the computer.

- It does not have the ability to think in thinking, the person who runs the computer is called a user, and the person who creates a program for Computer is called Programmer.

History of Computer

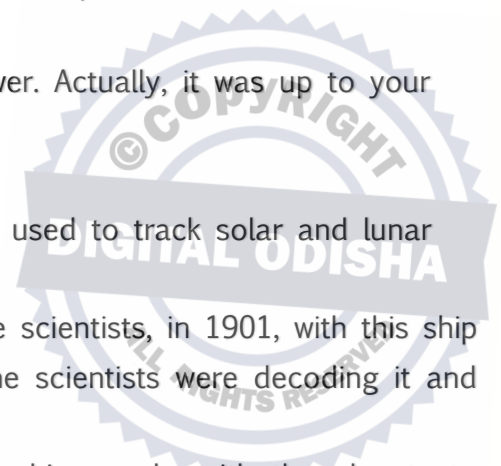
- Today you run the Internet on the computer, play the game, watch the video, listen to the songs, and also work on a lot of office related work.
- Today the computer is being used in every area of the world whether it is education, film Live or have your office. Any place is incomplete without the computer.
- Today you can get any information from any city in the world on the internet with the help of computer. It can do live video conferencing through internet from your friends and relatives sitting in another country. It's all possible because of the computer. Imagine if you did not have a computer, then how can today's world look?
- Calculating for humans has been difficult since the beginning. Man can calculate or calculate only at a limited level without any machine.
- To make bigger calculations, man has to depend on the machine itself. To meet this need, man Created the computer, i.e. to calculate

Abacus - 3000 years ago

- Abacus was built by the scientists of China almost 3000 years ago.
- In a rectangular frame, wooden rods used to be wooden pellets, which were calculated by calculation or calculation below.
- That is, it was the first computer to run without power. Actually, it was up to your hands to do this work.

Antikythera mechanism - 2000 years ago

- Antikythera was originally an astronomical calculator used to track solar and lunar eclipses in ancient Greece.
- The Antikythera tag is about 2000 years old, to the scientists, in 1901, with this ship completely destroyed ship on Antichathera Island The scientists were decoding it and since long studies.
- This computer has been decoded so later. This machine works with the planets to show the position of sun and moon in the sky.



- The Antikythera system acquired the credit for being the first known analogue computer of the modern era, Greek Antikythera System was developed to make astronomical and mathematical figures accurate.

Pascaline - 1642

- Pascaline built after Abacus It was calculated by mathematical expert Blaise Pascal in 1642, calculated at a higher speed than Abacus.
- This was the first mechanical calculator. This machine was called an adding machine, this adding machine of Blaise Pascal is also called Pascaline.

Difference Engine - 1822

- The difference engine was a machine made by Sir Charles Babbage that could accurately calculate.
- it was invented in 1822, in which the punch card for program storage was used.
- It used to steam, on the basis of which today's computers are being created, therefore Charles Babbage is called the father of computer.

Zuse Z - 3 - 1941

The great scientist "Conrad Zuse" invented a phenomenon called "Zuse-Z3" which was the first electronic computer based on the Binary Arithmetic and Floating Point Arithmetic.

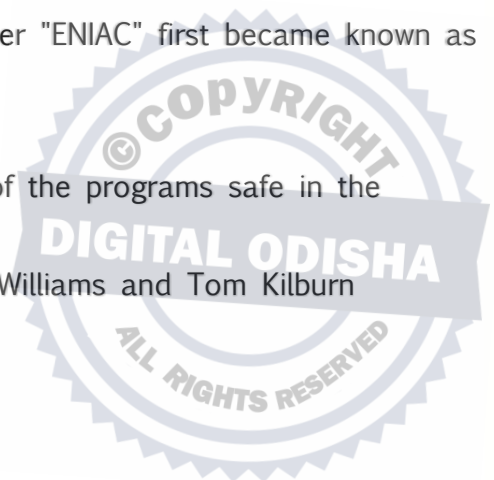
Univac - 1946

A U.S. Military Research Room created the "ENIAC" machine, which means (Electronic Numerical Integrator and Computer).

"ENIAC" used to work on the decimal arithmetic system, later "ENIAC" first became known as a computer which later developed into a modern computer

Manchester Small Scale Machine (SSEM) - 1948

- (SSEM) was the first computer that could keep any of the programs safe in the vacuum tube.
- its nickname was named Baby, it was made by Frederick Williams and Tom Kilburn



Features of a Computer

Speed:

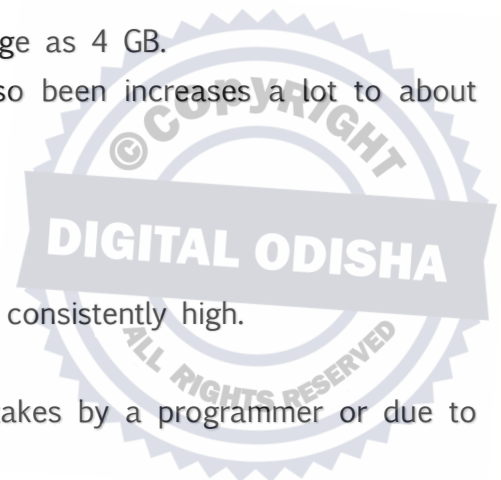
- It has a very speed of executing instruction.
- CPU of a computer can perform more than 10 million operations per second.
- All the instructions are executed in accordance with a clock, whose frequency is measured in Mhz.
- Normally, 3-4 cycles of this clock are required to execute one instruction.
- Recent computers have a speed of about 300 Mhz i.e one cycle of approx. 3×10^{-9} Sec. This means that it can execute an instruction in about 10 nanosec (10×10^{-8} Sec).
- In other words it can execute 100 million instructions in one second. But the overall speed of performance of a computer decreases due to slower Input and Output devices, interfaced to CPU.

Storage:

- The speed with which computers can process large quantities of data/ Information, the size of input so also the output is quite large.
- The size of information to be stored further increases due to graphic applications.
- All this information is to be stored in auxiliary memory i.e Hard Disk fitted inside the computer.
- Hard Disks now days have a storage capacity as large as 4 GB.
- The size of internal primary memory (RAM) has also been increases a lot to about 64 MB.

Accuracy:

- The accuracy of results computed by a computer is consistently high.
- Due to digital techniques the error is very small.
- The errors in computing may be due to logical mistakes by a programmer or due to inaccurate data.



Reliability:

- The reliability of results processed by a computer is very high.
- If a program is executed any number of times with the same set of data, every time the results would be the same.

Versality:

- Computers are capable of performing almost task provided the task can be reduced to a series of logical steps so that an appropriate program in a suitable language can be fed to a computer memory.
- Of course, the input and output devices should be capable of performing the desired task.
- Because of these capabilities, a number of processes can be automated with the help of a computer.

Quick Decision:

- Analyzing computer situations with the ability of fast decision based on the instructions given earlier.

Agility:

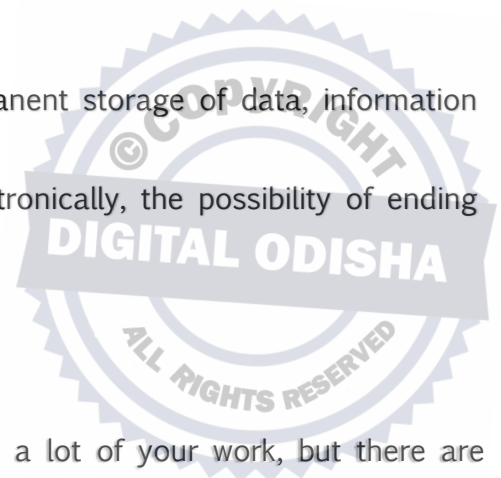
- Due to the computer being a machine, it is devoid of human flaws. It does not feel tired and boredom and works with equal power every time.

permanent storage:

- The memory used in the computer is used for permanent storage of data, information and instructions.
- Since the information in the computer is stored electronically, the possibility of ending the information is less.

Limitations of Computer:-

Computer characteristics, you know, the computer performs a lot of your work, but there are some limitations on the computer that can not work outside the computer. Let's know what the limitations of the computer are -



Computer Limitations –

Lack of Intelligence –

- Computer is a machine.
- It does not have intelligence like humans, it only follows the instructions given by the user, in any case the computer does less work than the given instructions.

Lack of Common Sense –

- It is important to know that the computer never makes any mistake, but if the user takes the wrong thing from him, then he does not have a general sense, that is, the Common Sense, if you have not told the computer.
- "The limit is a girl", she will consider her by default as a boy, it does not make a difference in name, Computer is not a wise machine, it does not recognize right or wrong.

Dependence on electricity –

- The computer requires electricity to work without the electricity computer is more than a metal box and nothing else.

Upgrade and Update –

- Computer is a machine that has to upgrade and update from time to time. If it does not, the computer can not work properly

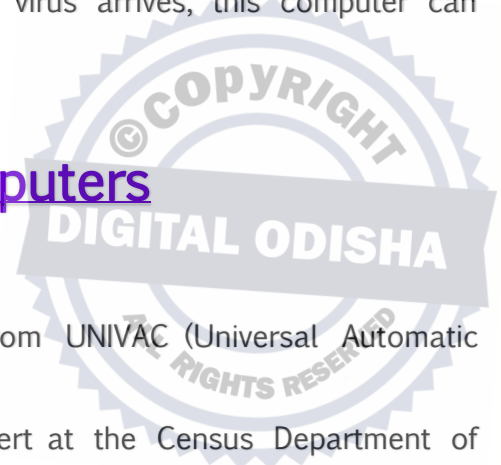
Virus threat –

- The computer is always at risk of virus, once the virus arrives, this computer can damage the files in the operating system as well.

Generations of Computers

First Generation of Computers (1942-1955)

- The beginning of commercial computer age is from UNIVAC (Universal Automatic Computer).
- It was developed by two scientists Mauchly and Eckert at the Census Department of United States in 1947.



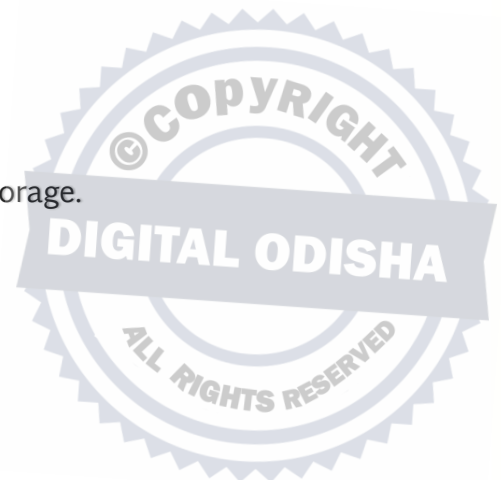
- The first generation computers were used during 1942-1955.
- They were based on vacuum tubes. Examples of first generation computers are ENIVAC and UNIVAC-1.

Advantages

- Vacuum tubes were the only electronic component available during those days.
- Vacuum tube technology made possible to make electronic digital computers.
- These computers could calculate data in millisecond.

Disadvantages

- The computers were very large in size.
- They consumed a large amount of energy.
- They heated very soon due to thousands of vacuum tubes.
- They were not very reliable.
- Air conditioning was required.
- Constant maintenance was required.
- Non-portable.
- Costly commercial production.
- Limited commercial use.
- Very slow speed.
- Limited programming capabilities.
- Used machine language only.
- Used magnetic drums which provide very less data storage.
- Used punch cards for input.
- Not versatile and very faulty.





Second Generation Computers (1955-1964)



- The second generation computers used transistors.
- The scientists at Bell laboratories developed transistor in 1947.
- These scientists include John Barden, William Brattain and William Shockley.
- The size of the computers was decreased by replacing vacuum tubes with transistors.
- The examples of second generation computers are IBM 7094 series, IBM 1400 series and CDC 164 etc.

Advantages

- Smaller in size as compared to the first generation computers.
- The 2nd generation Computers were more reliable
- Used less energy and were not heated.
- Wider commercial use
- Better portability as compared to the first generation computers.
- Better speed and could calculate data in microseconds



- Used faster peripherals like tape drives, magnetic disks, printer etc.
- Used Assembly language instead of Machine language.
- Accuracy improved.

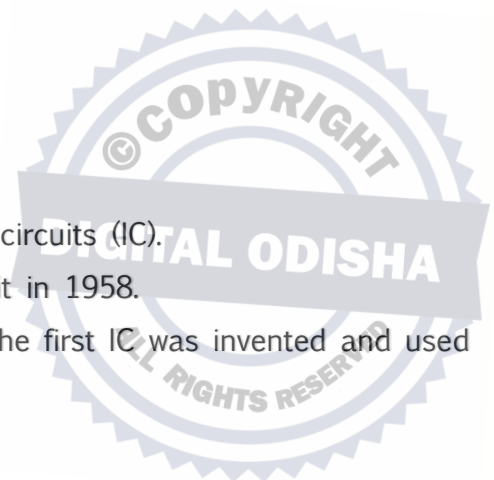
Disadvantages

- Cooling system was required
- Constant maintenance was required
- Commercial production was difficult
- Only used for specific purposes
- Costly and not versatile
- Puch cards were used for input.

Third Generation Computers (1964-1975)



- The Third generation computers used the integrated circuits (IC).
- Jack Kilby developed the concept of integrated circuit in 1958.
- It was an important invention in the computer field. The first IC was invented and used in 1961.
- The size of an IC is about $\frac{1}{4}$ square inch.
- A single IC chip may contain thousands of transistors.
- The computer became smaller in size, faster, more reliable and less expensive.



- The examples of third generation computers are IBM 370, IBM System/360, UNIVAC 1108 and UNIVAC AC 9000 etc.

Advantages

- Smaller in size as compared to previous generations.
- More reliable.
- Used less energy
- Produced less heat as compared to the previous two generations of computers.
- Better speed and could calculate data in nanoseconds.
- Used fan for heat discharge to prevent damage.
- Maintenance cost was low because hardware failure is rare.
- Totally general purpose
- Could be used for high-level languages.
- Good storage
- Versatile to an extent
- Less expensive
- Better accuracy
- Commercial production increased.
- Used mouse and keyboard for input.

Disadvantages

- Air conditioning was required.
- Highly sophisticated technology required for the manufacturing of IC chips.

Fourth Generation Computers (1975-Present)

- The fourth generation computers started with the invention of Microprocessor.
- The Microprocessor contains thousands of ICs.
- Ted Hoff produced the first microprocessor in 1971 for Intel.



- It was known as Intel 4004. The technology of integrated circuits improved rapidly.
- The LSI (Large Scale Integration) circuit and VLSI (Very Large Scale Integration) circuit was designed.
- It greatly reduced the size of computer.
- The size of modern Microprocessors is usually one square inch.
- It can contain millions of electronic circuits.
- The examples of fourth generation computers are Apple Macintosh & IBM PC.

Advantages

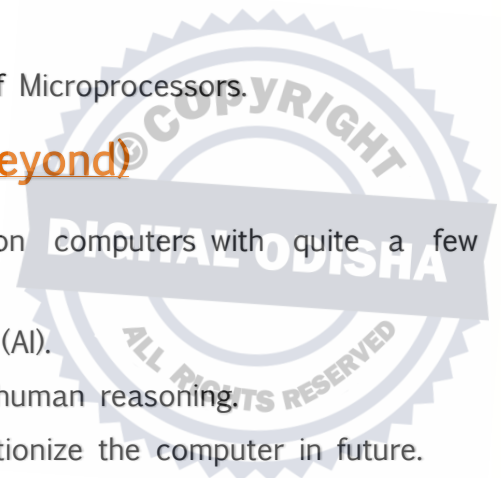
- More powerful and reliable than previous generations.
- Small in size
- Fast processing power with less power consumption
- Fan for heat discharging and thus to keep cold.
- No air conditioning required.
- Totally general purpose
- Commercial production
- Less need of repair.
- Cheapest among all generations
- All types of High level languages can be used in this type of computers

Disadvantages

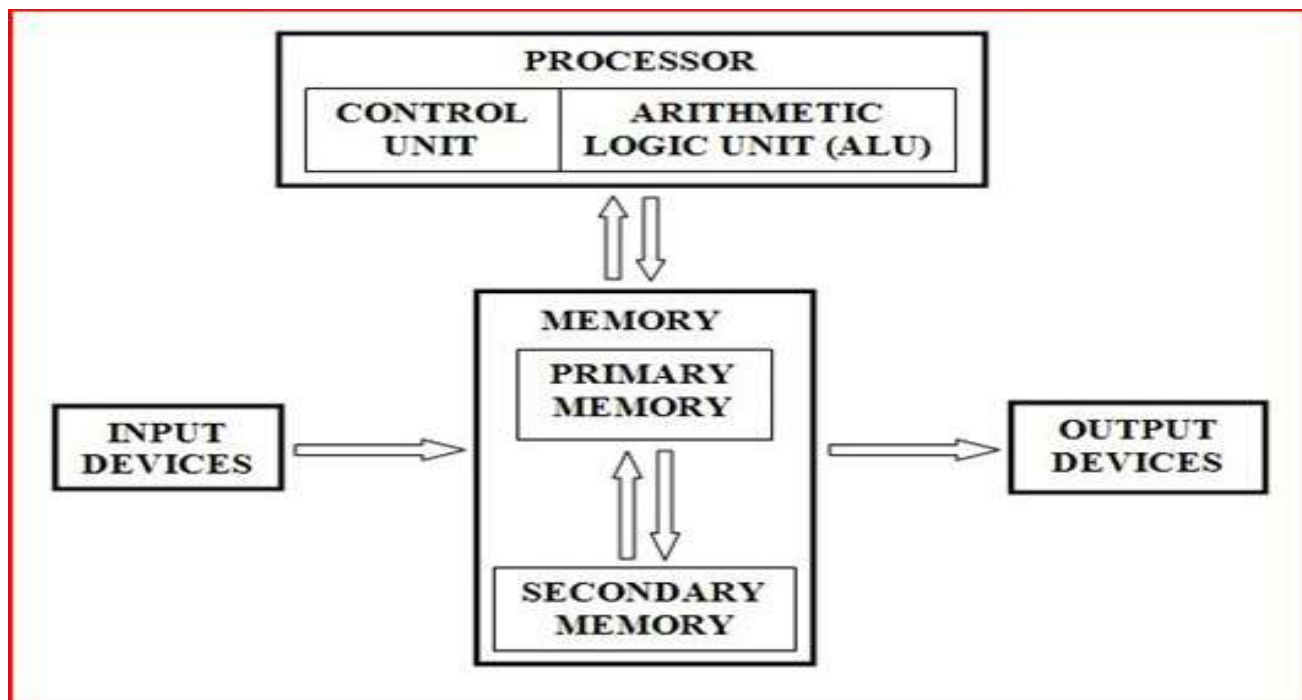
- The latest technology is required for manufacturing of Microprocessors.

Fifth Generation Computers (Present & Beyond)

- Scientists are working hard on the 5th generation computers with quite a few breakthroughs.
- It is based on the technique of Artificial Intelligence (AI).
- Computers can understand spoken words & imitate human reasoning.
- The advancement in modern technologies will revolutionize the computer in future.



Computer Architecture



1- Input unit

Input unit computers are those parts of the computer, through which a data can be entered into the computer, using input keyboard, mouse etc. for input, as well as the computer can get the command through the software Or give instructions it is called i / o devices

2- Central processing unit

The central processing unit processes the input data, for this, the Central Processing Unit and the Semantic Metric Logic Unit together combine arithmetic calculation and logical calculation and process the data, the CPU is called the brain of the computer.

3- Memory

That part of the memory computer stores data and process data entered by the user, it is the primary and second type of type, for example RAM and hard disk

4- Output unit

The information processed on the basis of the given command given to you is given to you by the computer, which is received by the output device or the output unit. The best example of the out device is your computer monitor, it is called i / o devices.

INPUT DEVICE

Following are some of the important input devices which are used in a computer –

- Keyboard
- Mouse
- Joy Stick
- Light pen
- Track Ball
- Scanner
- Graphic Tablet
- Microphone
- Magnetic Ink Card Reader(MICR)
- Optical Character Reader(OCR)
- Bar Code Reader
- Optical Mark Reader(OMR)

Keyboard

Keyboard is the most common and very popular input device which helps to input data to the computer. The layout of the keyboard is like that of traditional typewriter, although there are some additional keys provided for performing additional functions.





Keyboards are of two sizes 84 keys or 101/102 keys, but now keyboards with 104 keys or 108 keys are also available for Windows and Internet.

The keys on the keyboard are as follows –

S.No	Keys & Description
1	Typing Keys These keys include the letter keys (A-Z) and digit keys (09) which generally give the same layout as that of typewriters.
2	Numeric Keypad It is used to enter the numeric data or cursor movement. Generally, it consists of a set of 17 keys that are laid out in the same configuration used by most adding machines and calculators.
3	Function Keys The twelve function keys are present on the keyboard which are arranged in a row at the top of the keyboard. Each function key has a unique meaning and is used for some specific purpose.
4	Control keys These keys provide cursor and screen control. It includes four directional arrow keys. Control keys also include Home, End, Insert, Delete, Page Up, Page Down, Control(Ctrl), Alternate(Alt), Escape(Esc).
5	Special Purpose Keys

Keyboard also contains some special purpose keys such as Enter, Shift, Caps Lock, Num Lock, Space bar, Tab, and Print Screen.

Mouse

- Mouse is the most popular pointing device.
- It is a very famous cursor-control device having a small palm size box with a round ball at its base.
- which senses the movement of the mouse and sends corresponding signals to the CPU when the mouse buttons are pressed.
- Generally, it has two buttons called the left and the right button and a wheel is present between the buttons.
- A mouse can be used to control the position of the cursor on the screen, but it cannot be used to enter text into the computer.

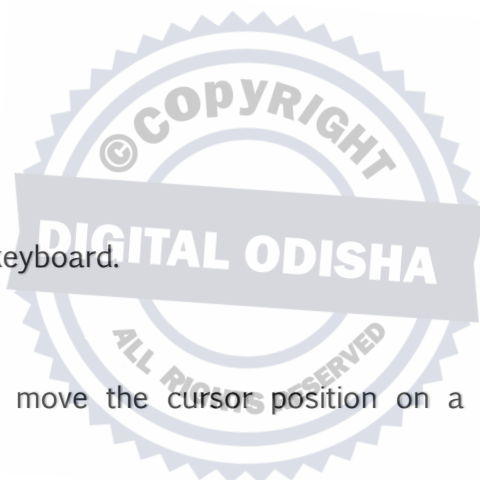


Advantages

- Easy to use
- Not very expensive
- Moves the cursor faster than the arrow keys of the keyboard.

Joystick

- Joystick is also a pointing device, which is used to move the cursor position on a monitor screen.
- It is a stick having a spherical ball at its both lower and upper ends.
- The lower spherical ball moves in a socket.



- The joystick can be moved in all four directions.



The function of the joystick is similar to that of a mouse. It is mainly used in Computer Aided Designing (CAD) and playing computer games.

Light Pen

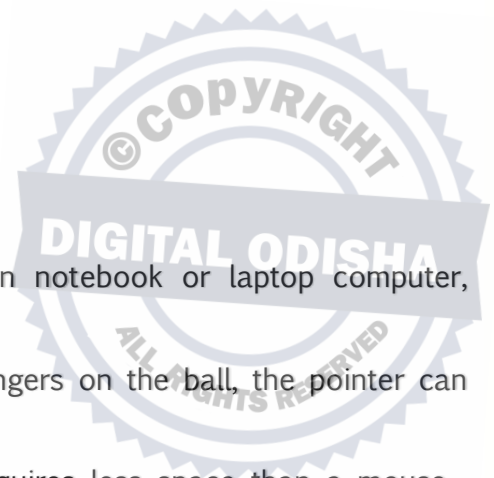
- Light pen is a pointing device similar to a pen.
- It is used to select a displayed menu item or draw pictures on the monitor screen.
- It consists of a photocell and an optical system placed in a small tube.
- When the tip of a light pen is moved over the monitor screen and the pen button is pressed.
- Its photocell sensing element detects the screen location and sends the corresponding



signal to the CPU.

Track Ball

- Track ball is an input device that is mostly used in notebook or laptop computer, instead of a mouse.
- This is a ball which is half inserted and by moving fingers on the ball, the pointer can be moved.
- Since the whole device is not moved, a track ball requires less space than a mouse.
- A track ball comes in various shapes like a ball, a button, or a square.





Scanner

- Scanner is an input device, which works more like a photocopy machine.
- It is used when some information is available on paper and it is to be transferred to the hard disk of the computer for further manipulation.
- Scanner captures images from the source which are then converted into a digital form that can be stored on the disk.
- These images can be edited before they are printed.



Digitizer

- Digitizer is an input device which converts analog information into digital form.
- Digitizer can convert a signal from the television or camera into a series of numbers that could be stored in a computer.
- They can be used by the computer to create a picture of whatever the camera had been pointed at.



- Digitizer is also known as Tablet or Graphics Tablet as it converts graphics and pictorial data into binary inputs.
- A graphic tablet as digitizer is used for fine works of drawing and image manipulation



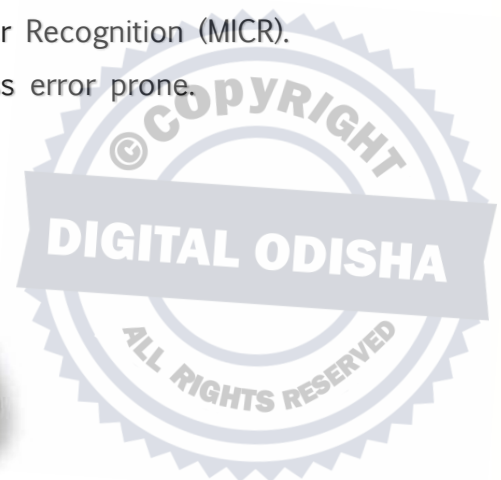
applications.

Microphone

- Microphone is an input device to input sound that is then stored in a digital form.
- The microphone is used for various applications such as adding sound to a multimedia presentation or for mixing music.

Magnetic Ink Card Reader (MICR)

- MICR input device is generally used in banks as there are large number of cheques to be processed every day.
- The bank's code number and cheque number are printed on the cheques with a special type of ink that contains particles of magnetic material that are machine readable.
- This reading process is called Magnetic Ink Character Recognition (MICR).
- The main advantages of MICR is that it is fast and less error prone.



Optical Character Reader (OCR)

- OCR is an input device used to read a printed text.
- OCR scans the text optically, character by character, converts them into a machine readable code, and stores the text on the system memory.

Bar Code Readers

- Bar Code Reader is a device used for reading bar coded data (data in the form of light and dark lines).
- Bar coded data is generally used in labelling goods, numbering the books. etc.
- It may be a handheld scanner or may be embedded in a stationary
- Bar Code Reader scans a bar code image, converts it into an al which is then fed to the computer that the bar code reader is conn

Optical Mark Reader (OMR)

- OMR is a special type of optical scanner used to recognize the type of mark made by pen or pencil.
- It is used where one out of a few alternatives is to be selected and marked.

Output Devices

Following are some of the important output devices used in a computer.

- Monitors
- Graphic Plotter
- Printer

Monitors

- Monitors, commonly called as Visual Display Unit (VDU), are the main output device of a computer.
- It forms images from tiny dots, called pixels that are arranged in a rectangular form.
- The sharpness of the image depends upon the number of pixels.



There are two kinds of viewing screen used for monitors.

- Cathode-Ray Tube (CRT)
- Flat-Panel Display

Cathode-Ray Tube (CRT) Monitor

- The CRT display is made up of small picture elements called pixels.
- The smaller the pixels, the better the image clarity or resolution.
- It takes more than one illuminated pixel to form a whole character, such as the letter 'e' in the word help.
- A finite number of characters can be displayed on a screen at once.
- The screen can be divided into a series of character boxes - fixed location on the screen where a standard character can be placed.
- Most screens are capable of displaying 80 characters of data horizontally and 25 lines vertically.

There are some disadvantages of CRT –

- Large in Size
- High power consumption

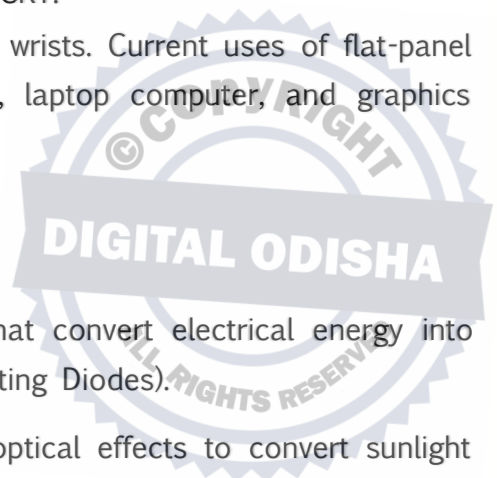


Flat-Panel Display Monitor

- The flat-panel display refers to a class of video devices that have reduced volume, weight and power requirement in comparison to the CRT.
- You can hang them on walls or wear them on your wrists. Current uses of flat-panel displays include calculators, video games, monitors, laptop computer, and graphics display.

The flat-panel display is divided into two categories –

- Emissive Displays – Emissive displays are devices that convert electrical energy into light. For example, plasma panel and LED (Light-Emitting Diodes).
- Non-Emissive Displays – Non-emissive displays use optical effects to convert sunlight or light from some other source into graphics patterns. For example, LCD (Liquid-Crystal Device).



Printers

Printer is an output device, which is used to print information on paper.

There are two types of printers –

- Impact Printers
- Non-Impact Printers

Impact Printers

Impact printers print the characters by striking them on the ribbon, which is then pressed on the paper.

Characteristics of Impact Printers are the following –

- Very low consumable costs
- Very noisy
- Useful for bulk printing due to low cost
- There is physical contact with the paper to produce an image

These printers are of two types –

- Character printers
- Line printers

Character Printers

Character printers are the printers which print one character at a time.

These are further divided into two types:

- Dot Matrix Printer(DMP)
- Daisy Wheel

Dot Matrix Printer

- In the market, one of the most popular printers is Dot Matrix Printer.
- These printers are popular because of their ease of printing and economical price.



- Each character printed is in the form of pattern of dots and head consists of a Matrix of Pins of size (5*7, 7*9, 9*7 or 9*9) which come out to form a character which is why it is called Dot Matrix Printer.



Advantages

- Inexpensive
- Widely Used
- Other language characters can be printed

Disadvantages

- Slow Speed
- Poor Quality

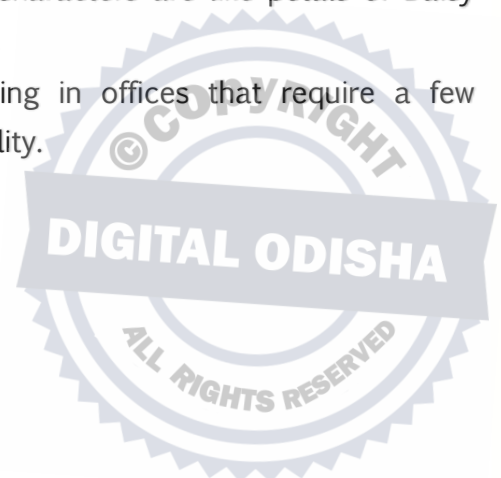
Daisy Wheel

- Head is lying on a wheel and pins corresponding to characters are like petals of Daisy (flower) which is why it is called Daisy Wheel Printer.
- These printers are generally used for word-processing in offices that require a few letters to be sent here and there with very nice quality.

Advantages

- More reliable than DMP
- Better quality
- Fonts of character can be easily changed

Disadvantages



- Slower than DMP
- Noisy
- More expensive than DMP

Line Printers

Line printers are the printers which print one line at a time.



These are of two types –

- Drum Printer
- Chain Printer

Drum Printer

- This printer is like a drum in shape hence it is called drum printer.
- The surface of the drum is divided into a number of tracks.
- Total tracks are equal to the size of the paper, i.e. for a paper width of 132 characters, drum will have 132 tracks.
- A character set is embossed on the track. Different character sets available in the market are 48 character set, 64 and 96 characters set.
- One rotation of drum prints one line. Drum printers are fast in speed and can print 300 to 2000 lines per minute.

Advantages

- Very high speed

Disadvantages

- Very expensive





- Characters fonts cannot be changed

Chain Printer

In this printer, a chain of character sets is used, hence it is called Chain Printer. A standard character set may have 48, 64, or 96 characters.

Advantages

- Character fonts can easily be changed.
- Different languages can be used with the same printer.

Disadvantages

- Noisy

Non-impact Printers

Non-impact printers print the characters without using the ribbon. These printers print a complete page at a time, thus they are also called as Page Printers.

These printers are of two types –

- Laser Printers
- Inkjet Printers

Characteristics of Non-impact Printers

- Faster than impact printers
- They are not noisy
- High quality
- Supports many fonts and different character size

Laser Printers



These are non-impact page printers. They use laser lights to produce the dots needed to form the characters to be printed on a page.



Advantages

- Very high speed
- Very high quality output
- Good graphics quality
- Supports many fonts and different character size

Disadvantages

- Expensive
- Cannot be used to produce multiple copies of a document in a single printing

Inkjet Printers

- Inkjet printers are non-impact character printers based on a relatively new technology.
- They print characters by spraying small drops of ink onto paper.
- Inkjet printers produce high quality output with presentable features.
- They make less noise because no hammering is done and these have many styles of printing modes available. Color printing is also possible.
- Some models of Inkjet printers can produce multiple copies of printing also.





Advantages

- High quality printing
- More reliable

Disadvantages

- Expensive as the cost per page is high
- Slow as compared to laser printer

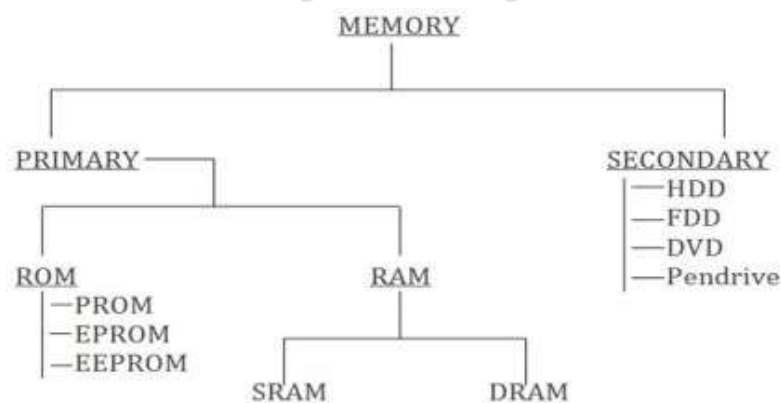
Computer Memory

Primary and Secondary Memory in Computer



Computer Memory-

- Memory is storage part in computer.
- It is store the data, information, programs during processing in computer.
- It stores data either temporarily or permanent basis. Memory used to important role in saving and retrieving data.



Types of Memory-

Mainly computer have two types memory

1. Primary Memory / Volatile Memory.
2. Secondary Memory / Non Volatile Memory.

Primary Memory / Volatile Memory-

- Primary memory is internal memory of the computer.
 - It is also known as main memory and Temporary memory .
 - Primary Memory holds the data and instruction on which computer is currently working.
 - Primary Memory is nature volatile. It means when power is switched off it lost all data.
- Types of Primary Memory-



Primary memory is generally of two types.

1. RAM
2. ROM

1. RAM (Random Access Memory) –

- It stands for Random Access Memory.
- RAM is known as read /writes memory.
- It generally refereed as main memory of the computer system.
- It is a temporary memory.
- The information stored in this memory is lost as the power supply to the computer is switched off.
- That's why RAM is also called "Volatile Memory"

Types of RAM– RAM is also of two types:

a) Static RAM-

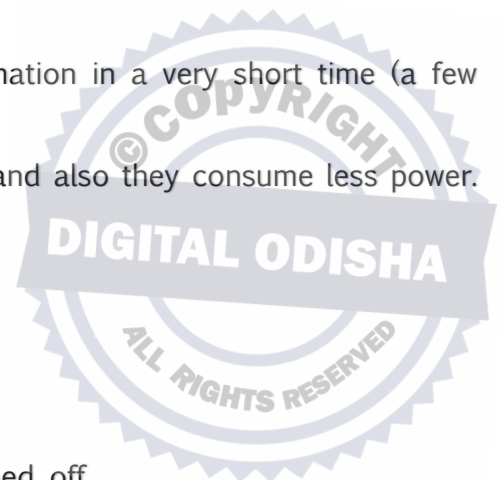
- Static RAM also known as SRAM ,retain stored information as long as the power supply is ON.
- SRAM are of higher coast and consume more power.
- They have higher speed than Dynamic RAM

b)Dynamic RAM-

- Dynamic RAM also known as DRAM, its stored information in a very short time (a few milliseconds) even though the power supply is ON.
- The Dynamic RAM are cheaper and moderate speed and also they consume less power.

2. ROM (Read Only Memory) –

- It stands for Read Only Memory.
- ROM is a Permanent Type memory.
- Its content are not lost when power supply is switched off.



- Content of ROM is decided by the computer manufacturer and permanently stored at the time of manufacturing.
- ROM cannot be overwritten by the computer. It is also called “Non-Volatile Memory”.

Type of ROM:

ROM memory is three types names are following-

1. PROM(Programmable Read Only Memory)-

- PROM chip is programmable ROM.
- it is PROM chips to write data once and read many.
- once chip has been programmed ,the recorded information cannot be changed.
- PROM is also nonvolatile memory.

2. EPROM (Erasable Programmable Read Only Memory)-

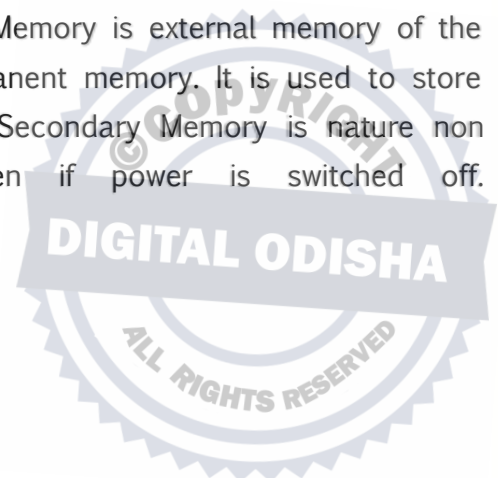
- EPROM chip can be programmed time and again by erasing the information stored earlier in it.
- Information stored in EPROM exposing the chip for some time ultraviolet light .

3. EEPROM (Electrically Erasable Programmable Read Only Memory)-

- The EEPROM is programmed and erased by special electrical waves in millisecond.
- A single byte of a data or the entire contents of device can be erased.

2. Secondary Memory / Non Volatile Memory- Secondary Memory is external memory of the computer. It is also known as Auxiliary memory and permanent memory. It is used to store the different programs and the information permanently. Secondary Memory is nature non volatile. It means data is stored permanently even if power is switched off. The secondary storage devices are:

1. Floppy Disks
2. Magnetic (Hard) Disk
3. Magnetic Tapes
4. Pen Drive
5. Winchester Disk



6. Optical Disk(CD,DVD)

Application of computer

Data processing - Computers are used for making large and detailed data processing and preparation of information, by collecting data from them and analyzing them and getting information is very easy.

Education - The picture of modern education has changed in computer; Today, through the medium of internet, we can get information about any subject in a few moments, schools and colleges have been linked to the Internet and in many places But the emphasis is on the smart class which is only possible due to the computer

Bank - In the banking sector, the use of computer has revolutionized itself, in the place of old age books and registers, the computer has taken most of the functions of banks are being done through computer like withdrawing money and depositing Even computerized machines are available for calculating the rupee

Communication - 4G is using the child today on the internet. Computer technology has made the use of the Internet in the field of communication, and the Internet has created a communication revolution.

Recreation - The use of multimedia has made the computer multiplexed; computers are often used to play movies, television, video games.

Administration - Every one institution has its own internal administration and administration is done only from the computer, as well as the benefits of government schemes also reach the people of the people in the form of e-governance. Used to be

Security - Today our security system without computer will be weakened. In aircraft tracking, air attack, CCTV camera uses the computer Commerce is the maximum use of computers in the shop, bank, insurance, credit company, etc. Working without a computer has become impossible for the world

Industry - Many industrial institutions; Such as steel, chemical, oil company etc. depend on computer. The plants also use computers for actual control of the processes

Medical - The application of computer in the field of medicine is used to detect various physical diseases, the diagnosis and diagnosis of diseases is also possible by the computer, in the modern era X rays, city scans, ultrasound etc. Computer is being widely used

Types Of Computer

Computer classification based on work method

On the basis of methodology, the computer has been classified in three ways:

- 1- Analog Computer,
- 2-Digital Computer
- 3- Hybrid Computer

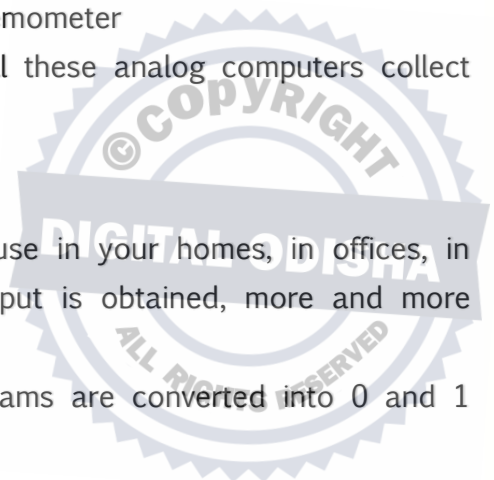
These three have their own characteristics, let's know. What is digital, analog and hybrid computers, Computer classification based on work method

What is analog computer

- In this category, computers come in which the physical units are used to measure pressure, temperature, length, speed, etc.
- Let's go a little further, talk about meteorology, the pressure of air, humidity or rain in the atmosphere Or the lowest or the highest temperature of today was enough to collect data for all of these Analog computers were made rain gauge .
- The quantity of rainfall is measured, the 2 humidometer (hygrometer).
- the humidity in the atmosphere is measured, the anemometer
- it measures the power and speed of the air, i.e. all these analog computers collect physical data Are

What is digital computer

- Digital Computer is the computer that you usually use in your homes, in offices, in which the data is fed in a digital way and the output is obtained, more and more digital computers are used and the markets.
- Typically available, digital computer data and programs are converted into 0 and 1 to take it into electronic form.



What is Hybrid Computer

- In Hybrid Computer, both Analog Computer and Digital Computer have the same properties.
- These computers are considered more dependable than analog and digital, they are used to make data available from analog computer in digital form, they are used most often in medical and meteorology.

Types of computers based on size

Since the invention of the computer has changed in its size and functional capacity, the computer is divided into four categories on the basis of Super Computer, Mainframe Computer, Mini Computer and Micro Computer, depending on size. Classification of computer based on Size

Types of Computer Based on Size Computer

1. Micro Computer

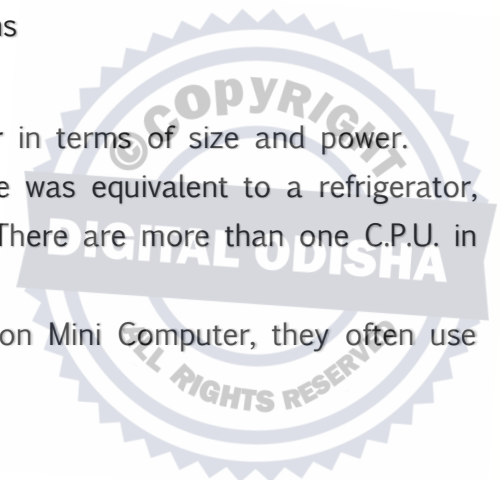
- Micro computers are computers that can be conveniently placed on desks, small computers have been developed in 1970 with the invention of the micro processor.
- It came as a small processor to make cheap and small computer in size.
- These computers Also called personal computer, in a microcomputer, desktop computers, laptop, palmtop, tablet pc and workstation Applications

2. Mini Computer

- The Mini Computer is larger than the Micro Computer in terms of size and power.
- The first mini-computer was prepared in 1965, its size was equivalent to a refrigerator, where on one side is the microcomputer) In a CPU There are more than one C.P.U. in mini computers.
- There are more than one person can work together on Mini Computer, they often use small or medium sized companies

3. Mainframe Computer

- Mainframe computers are very large in size.



- Large companies use the mainframe computer as a central computer, can be interconnected with multiple computers in one network, in which both users use together. Can work, the mainframe computer uses a node.js software platform

4. Super Computer

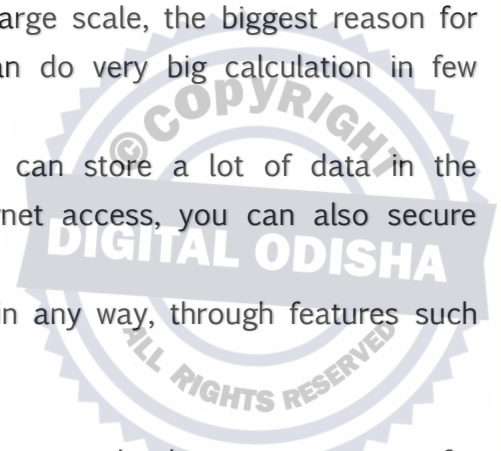
- Super Computer All other categories are extremely large, with more storage capacity and the highest speed compared to the Micro Computer, Mini Computer and Mainframe Computer.
- Equal to normal room, supercomputers are used in research work in large scientific and research laboratories.
- In 1998, they became a super computer by C-Deck in India.
- Defense was named "Ultimate -10000", calculated Cshamta 1 trillion calculations per second today in the name Kshetr supercomputers in the world, India.

Computer benefits and disadvantages

- Computer is a small but powerful power machine, for many people.
- It is not less than magic, which can do many things without interruption.
- It has many advantages (Labha) but due to its losses (khyati) Computer can not be undesirable.

Benefits and Importance of Computer

- Today everywhere the computer is being used on a large scale, the biggest reason for this is that it works very fast against humans, it can do very big calculation in few seconds.
- Everything is available on the computer today, you can store a lot of data in the computer and use it anytime, and if you have internet access, you can also secure your data on the Internet using cloud storage.
- Can keep You can stay connected with your friends in any way, through features such as video calls, email, social networking, and more.
- You can get any information on the internet.
- Facilities like banking are not the answer to the computer technology, you can transfer money from anyone sitting or sitting from your mobile phone or computer.



- Today, mobile recharges, electricity bills, online shopping, till the airplane is being played by the computer, without any mistake.
- In the field of education and medicine, the computer has changed the duniyuna.
- You can get education from the best teachers / institutions sitting at home and talk about medicine.
- you can consult the world's finest doctors on the internet and now you can go to medical There is no need to go to the store.
- You can order the medicines even if you sit at home, whether or not they get in your name or not.

Disadvantages of Computer

- Where another computer is making people smart, the other and the more useful it is making the sick.
- More use of computer and mobile is proving harmful to health.
- Most of the damage is done by looking at the mobile and computer screens continuously.
- People have stopped meeting, more people are more likely to chat with social networking sites.
- Facebook and WhatsApp, even if they go to someone's home, even if 4 people living in a house can also go from their mobile phones. Only sticky.
- Many laborers work in large companies and fatties, computers and robots are working, which also leads to unemployment.
- Due to careful use of internet banking, there is a danger of stealing your personal data, causing many users to suffer financial losses.
- Similarly, on the social networking site also happens even when not working carefully

SOFTWARE & ITS TYPE

- That is the part of the software computer that we can only see and work on it.
- The software is built on the computer to make it easier to work.
- Nowadays software is built according to the work, as Work Software.

- Software is designed by software programmers keeping in mind the needs of the users in big companies, some of which are available in free and charge for some.
- For example, if you have to work related to the photo, then use the media player for photoshop or any video to see it.

Types of Computer Software

That is the part of the software computer that we can only see and work on it, the software is built on the computer to make it easier to work, nowadays software is built according to the work, as Computer software is of three types of software, so let's know the type of software

There are three types of computer software.

1. System software
2. Application software
3. Utility software

System software

- System software are software that manage and control your computer's hardware, and due to them the application software can run in the computer or you can work on it System Software.
- The simplest example of your operating system, which means that you are using your Windows system, in a nutshell is a group of system software programs.
- As there are many examples of software (System Software) -
 - Operating System
 - Assembler
 - Compiler
 - Interpreter



Application software

- Application software is called programs that are written to perform major tasks based on our computer.
- There are different software for different uses as needed, software is prepared by software programmers keeping in mind the needs of the users in big companies, some of which are available in free and charge for some.
- For example, if you have to work related to the photo, then use the media player for photoshop or any video to see it. There are many examples of application software -

Photoshop

PageMaker

Power point

MS Word

Ms Excel

Utility Software

The job of utility software is the service / repair of the operating system of the computer, along with the utility software, through the operating system, some hardware service Also, thereby enhancing their functionality and speed, many of these utility software comes with the operating system and some have to be taken separately Yes

Antivirus

Disk defragmenter



Operating System:

The operating system is the only way with which we can access our computer hardware or command the hardware. The operating system works as a bridge between the hardware and our users.

Assambler

Those translators who translate the assembly language into the machine language are called as Assemblers.

Compiler

Compiler is a program that converts a program written in a high level programming language into a machine language.

Interpreter

Interpreter also acts as a compiler for high level language translation in machine language, but the interpreter line interprets a program in machine language into machine language.

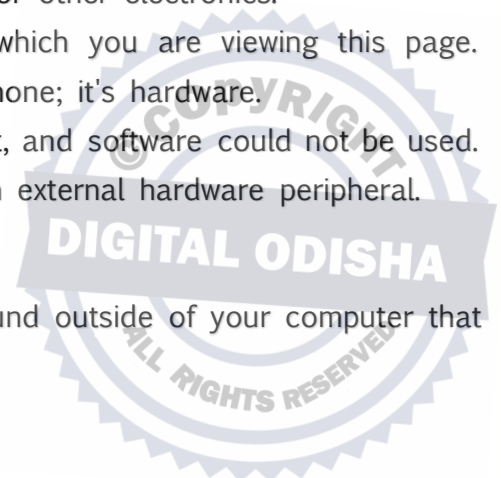
Hardware & its Types

- Abbreviated as HW, hardware is best described as any physical component of a computer system that contains a circuit board, ICs, or other electronics.
- A perfect example of hardware is the screen on which you are viewing this page. Whether it be a computer monitor, tablet or smartphone; it's hardware.
- Without any hardware, your computer would not exist, and software could not be used.
- The picture is a Logitech webcam, an example of an external hardware peripheral.

External hardware examples

Below is a list of external hardware or hardware that is found outside of your computer that may be found with a computer.

- Flat-panel, monitor, and LCD
- Gamepad



- Joystick
- Keyboard
- Microphone
- Mouse
- Printer
- Projector
- Scanner
- Speakers
- USB thumb drive

Internal hardware examples

Below is a list of internal hardware or hardware that is found inside your computer and may be found in a computer.

- CPU (central processing unit).
- Drive (e.g., Blu-ray, CD-ROM, DVD, floppy drive, hard drive, and SSD).
- Fan (heat sink)
- Modem
- Motherboard
- Network card
- Power supply
- RAM
- Sound card
- Video card



What is the most common hardware included with a computer?

Below is a list of the most common hardware you'd likely find inside the computer or connected to the computer with the typical computer today (desktop computer or laptop).

- Processor (CPU)
- One or more fans and heat sink
- Motherboard that most likely has an integrated video card, sound card, and network card.
- For most desktop computers (especially gaming computers), a separate video card is used.
- RAM
- Hard drive
- Power supply
- Cables that connect internal components and external peripherals.
- Keyboard
- Mouse or touchpad with a laptop.
- Flat-panel, monitor, or TV for desktop computers and LCD as part of a laptop.

Computer functions

- Both software and hardware are needed to make computers work properly.
- If called in a straightforward language, then both of these are complementary to each other.
- Without the hardware software is useless and without software hardware is useless. The hardware command is given from the computer software, information about how a hardware is to be executed is already inserted inside the software.
- Many types of hardware are connected to the computer's CPU, making the computer compatible with all of them, system software, that is, operating system.

Computer operating system

The process of computer operation is done in a phased manner -

Input ----- Processing ----- Output

- Use input keyboard, mouse etc. for input, as well as give commands or instructions to the computer through the software or enter data.
- This is the second part of this process, the given form or data provided by you is processed according to the information and instructions available in the software by the processor.
- Third and final part output In this process, the information processed on the basis of the given number is given to you by the computer, which is received by the output device.

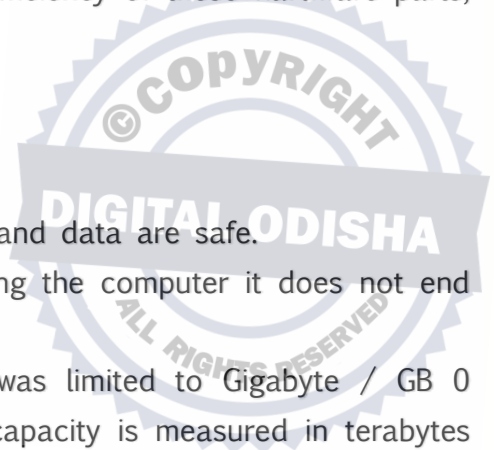
Parts of CPU and their Functions -

Internal cpu

- The CPU is the main part of the computer.
- In the same way, CPUs are also made in many parts, or they are also made by connecting many hardware.
- The efficiency of CWP depends on the quality and efficiency of these hardware parts, then come to the parts of the CPU.

hard disk:-

- This is the part in which all the computer programs and data are safe.
- Hard disk memory is permanent, so even after closing the computer it does not end secure programs and data.
- Today 10 years ago Hard disk's storage capacity was limited to Gigabyte / GB 0 megabytes or MB but nowadays hard disk storage capacity is measured in terabytes or TB.



- Nowadays 500 GB and 1 TB or 1000 GB capacity PCs become popular is. The higher the capacity of the hard disk, the more data can be stored.

Mother Board: -

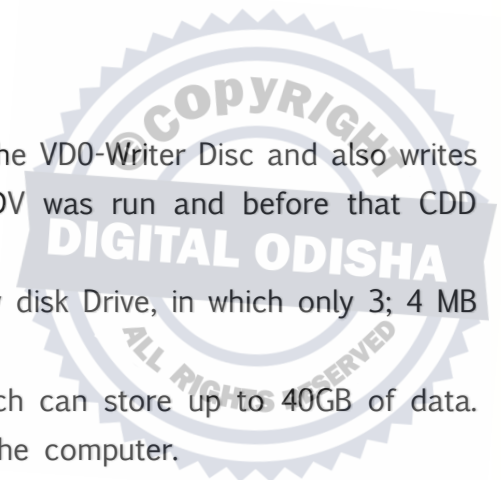
- Mother board is a flat platform made of fiberglass, which keeps all the hardware of the computer such as board, mouse, LCD, printer, etc. together.
- The motherboard is also connected to the processor, hard disk, RAM and also for setting up a pen drive, the U.S.B. Port is given on the motherboard board.
- Also, we get the joy of graphic and sound from the motherboard itself.

Central Progressive Unit (Processor): -

- This is the most important part of the computer.
- It contains a microprocessor chip which works all the way to think for the computer and manages the program according to the user's commands and instructions.
- In a way, it is the brain of the computer. For this reason, it is also very hot, and to keep it cool, it is also fitted with a big fan which is called the CPU Fan.
- Nowadays the processor pin comes equipped, but from today 5 years ago the pins processors used to come.
- These are the most popular Pentium 4 processors. In today's time, Intel company's Dualcore and I3 or I7 processors are quite popular.
- These processors increase the efficiency of the computer.

DVD Writer: -

- This is the part that reads the accumulated data in the VDD-Writer Disc and also writes the VDD till the VDD writer did not come in till DDV was run and before that CDD Writer.
- CDROM was in place of Rome and before that floppy disk Drive, in which only 3; 4 MB data could be stored.
- Nowadays, bluer disks have also been invented, which can store up to 40GB of data. For this, it will be necessary to put blurry writer in the computer.



RAM -

- RAM's fullform is Random Axis memory, RAM provides a working space for the computer, it is a type of temporary memory, there is no data store in it.
- When we run any application in the computer, it uses RAM while walking.
- Due to low RAM in the computer sometimes there is a problem of hang and if some applications do not get enough RAM then they do not run in the computer.
- There are many types of RAM, such as DDR, DDR1, DDR2 and DDR3, nowadays are the DDR3 RAM.
- RAMs can be identified by looking at the cut between RAM.

Power Supplier: -

- Power supply to all parts of the computer as per their ability.
- There is a fan in it to keep it cool.
- In this, different types of wire are kept for providing proper supply to the motherboard, hard disk, DVD writer.
- Its main switch is given at the back of the CPU where power is given to the computer through power cable.

What is BIOS in Computer-

When you start the computer, the first thing you encounter is BIOS, but many users do not know about it, BIOS keeps a very important place in the computer, come know BIOS (BIOS) about –

What is BIOS?

- When you start the computer and the first screen you see is the BIOS.
- The full form of BIOS is Basic Input Output System, it is a software associated with your motherboard.
- When the PC is turned on automatically, the BIOS detects the configuration of RAM, processor, keyboard, mouse, hard drive and the computer when the computer is on.

Where is the BIOS Stored?

- The settings of the BIOS are stored in the chip in the motherboard (CMOS) that is called the Complementary metal oxide semiconductor.
- When you change these settings, the cell lock in the motherboard keeps these settings safe, these settings will include your computer's Time and date.
- If ever the BIOS settings are in disarray, then after removing the battery, the settings become default settings.

What is the function of the BIOS?

BIOS primarily works to boot the operating system of your computer, when the computer turns on, the BIOS checks the CMOS setup that you have made and decides which device System can be booted

How to create a BIOS setup -

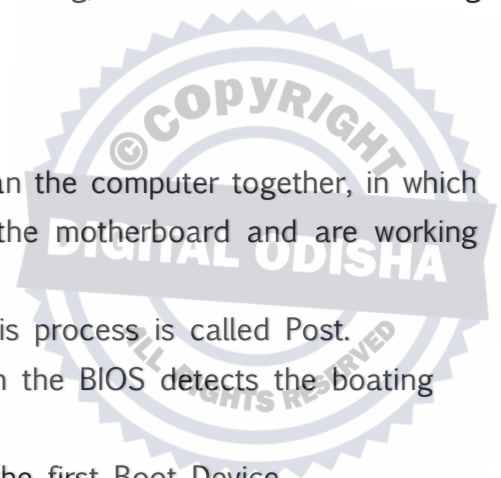
Each computer has a separate keyboard shortcut to open BIOS, of which F2, F12, Delete or Esc are main, only when your computer starts to open BIOS (BIOS) See carefully the first screen, you will see something like this -

What is Booting Process in Computer -

You will often hear the word "Booting" or "Bootable" when you install Windows installs, but do you know what happens if you do not know if this is booting, let's know what is Booting Process in Computer -

What is a computer booting

- When you start the computer, the CPU and the BIOS scan the computer together, in which the computer detects which devices are connected to the motherboard and are working properly.
- There is a discussion of RAM, display, hard disk etc. This process is called Post.
- When the computer completes the process of post, then the BIOS detects the boating device.
- It searches the booting file in every boot device, first the first Boot Device.



- Then the Second Boot Device Device and if there is no booting file in it then Boot Other Device, BIOS, which gets the first booting file.
- It allows the computer to boot from it and the computer starts loading the operating system.
- Make PenDrive Bootable for Windows 7 and 8
- People who install Windows from a CD or DVD select the CDROM as the first boot device, but not everyone can boot a BIOS computer from a CD, bootable CD or DVD for it. DVD, it is necessary to be bootable, that means it should have a Booting File so that the BIOS can read it.
- If there is no Bootable Media in your computer, you will see an error on Insert Boot Media Disk, error may also be visible when you are not booting the computer with a harddisk.

Type of Booting –

There are two types of booting in the computer:

1. Cold Booting
2. Warm Booting.

What is Cold Booting -

When you start the computer by pressing the power button or the Start button of the CPU's computer, it is called Cold Booting.

Warm Booting

In the event of a computer hanging, pressing Alt + Ctrl + Del by key-board or using the restart button to reboot the computer is also called Warm Booting or reboot.

Programming language

- The programming language is an artificial language that is used when programming programs for computer programming.
- But only programming language is used not only for computers but also for some The machines are also used to program, so let's know a bit more about the.

- The program is a set of instructions given to the computer, as clearly as the program will be detailed and accurate.
- The computer will work as smoothly, the lesser the mistakes will be made and the more correct answer will be given to the programming language.
- The programming language is divided into three categories based on the level of human understanding.

Machine Language –

- This language can only be understood by the computer, for humans it is impossible to understand and write programs in it

Assembly language –

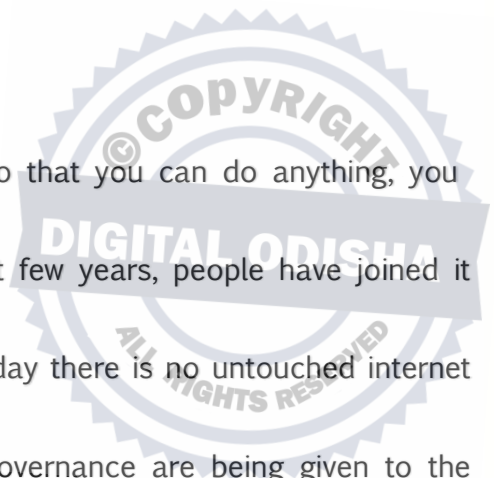
- Assembly language is a computer programming language in which nemonic code is used in place of digital signals and requires an assembler to convert it to machine language, Different for different microprocessor.

High-Level Programming Language –

This is very easy to understand by human beings, in which ordinary English words are used, and later, using the compiler, the machine language is changed.

INTERNET:

- Internet which you call intergal This internet is around you, without internet, you can not even imagine many things.
- Internet has become an integral part of our lives.
- At present you have the power of the internet today, so that you can do anything, you can get any information in a while.
- Today the Internet is being used everywhere, in the last few years, people have joined it in such a way that in the future.
- You can not imagine any technology without internet, today there is no untouched internet from any area.
- Today, due to the Internet in India, the benefits of e-governance are being given to the villages and panchayats.



- Many such benefits are taking people from the internet.

Importance of Internet in Student Life

- Internet rolls in modern education is important, you can get any information in minutes with Google's help on the internet.
- You can learn computer, if you are preparing for the complexity, then it helps a lot of students studying.
- You can learn to create anything by watching videos on YouTube, sitting at home.
- Before you go roaming, you can see all the information about the Google Map, as well as get information about the places you can visit and the surrounding areas.
- You can shop, NetBanking or do business through e-commerce at home.
- Women can learn the recipe, home maker tips sitting at home. If you are getting bored you can download songs, movies, games.

Internet loss

- It is also being misused in the internet world, some people become social networking sites on the internet, and they also wake up night and night, doing so.
- It reads the opposite effect on health. Using the Internet unprotectedly, your computer may have a virus and can damage your precious computer.
- On online banking, social networking sites, you have personal information such as name, address, photo and mobile number, with little carelessness hackers can steal this information and cause you financial and mental harm.

Types of Networks –

Private Network has been divided into three categories based on their size -

1. LAN (Local Area Network)
2. MAN (Metropolitan Area Network)
3. WAN (Wide Area Network)

LAN - Local Area Network -

- The local area network (LAN) is a network that is used in your home, office, school computers.



- The protocol used to create a local area network is called Ethernet, the local area network (LAN).
- The local area network (LAN) is a very simple and intuitive network, in today's local area network (LAN) between 100 and 1000 The 'computers can add

Man - Metropolitan Area Network –

- The main metropolitan area network (MAN) is used to connect two or more local area networks (LANs).
- It spreads in the area of several kilometers, the Metropolitan Area Network (MAN) has several router, switches and High-speed fiber optical wires are connected by hubs.
- It is bigger than LAN (LAN) and a smaller network than WAN, with the speed of 200MB / PS speed in the man, take the data to around 75 km Can be

Wan - Wide Area Network –

- Wide Area Network (WAN) is used to connect the network to large geographies (more than 75km), the use of Leased Line Connection is used to connect this network.
- A telephone line that connects your computer to the Internet Service Provider (ISP) server

IP (Internet Protocol) Address

- By addressing an IP address, you may have understood that the matter has been linked to an address but by what address do we tell it to you.
- In fact when you connect your phone or computer to the Internet, your device
- A special code is given for identifying the Internet, which shows your location and network.
- This code is called an IP address or Internet Protocol Address.
- The IP address remains suspended in four parts, each is separated by a dot or a decimal, each part of the IP address (IP address) has 0 to 255 digits.
- As an IP address "184.106.117.64" is given above, it is the fourth version of the IP address, hence it is called IP version 4 (IPv4) or Internet Protocol version 4.

What is File Transfer Protocol (FTP) -

- From Internet, you send something (download) or upload every day or attach a file with email, behind all of these.
- File Transfer Protocol (FTP) File Transfer Protocol (FTP) So let's know what is File Transfer Protocol.
- File Transfer Protocol (FTP) is an Internet Protocol that exchanges files between two computers via TCP / IP connections.
- They store files related to their websites on a Web server and store hosting files on the web server, and this feature is called Web Hosting and is called FTP or File Transfer Protocol (File).
- Transfer Protocol allows you to upload your data on web hosting so that it can be seen on the Internet and the Internet users can download them, Indicators require an FTP client.
- It is a software that establishes a remote connection between the server and the computer, so that you can easily navigate your files, as well as when you need them to rename, cut, copy And also delete, but it plays a key role in all this. File Transfer Protocol.

Wi-Fi -

- Wi-Fi is the easiest and fastest way to share data of the modern era and the Internet.
- But it is the Wi-Fi at the end and try to know what technology is based on.
- The full name of the Wi-Fi (full form) is Wireless Fidelity.
- Wi-Fi was invented by John O'Sullivan and John Deane in 1991.
- Actually, this is a wireless networking facility, which you know as WLAN i.e.
- Wireless Local Area Network, which lets you easily connect devices like mobile, laptop, computer and printer to the internet and network.
- There is no point in the fact that wireless fidelity does not really exist, in fact the Wi-Fi Alliance company makes this Wi-Fi device they can use Hi-Fi i.e. on the basis of high fidelity, it has named it Wi-Fi, which has no meaning.
- This is the only registered trademarked word of the Wi-Fi Alliance.
- But still it is known as Wireless Fidelity.
- The Wi-Fi device makes connections between two devices without any wire, for which it uses Radio Frequency.

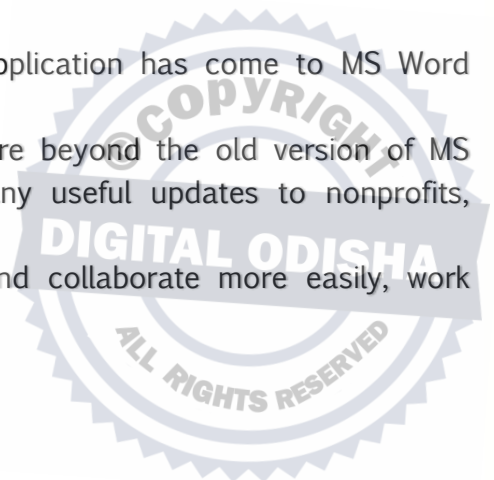
- This technology is based on IEEE 802.11 many standards, whose frequency is 2.4GHz 5GHz, wireless network connects to any device, requires a Access Point (AP), and the area that has Wi-Fi (Wi-Fi) is called a Hotspot.

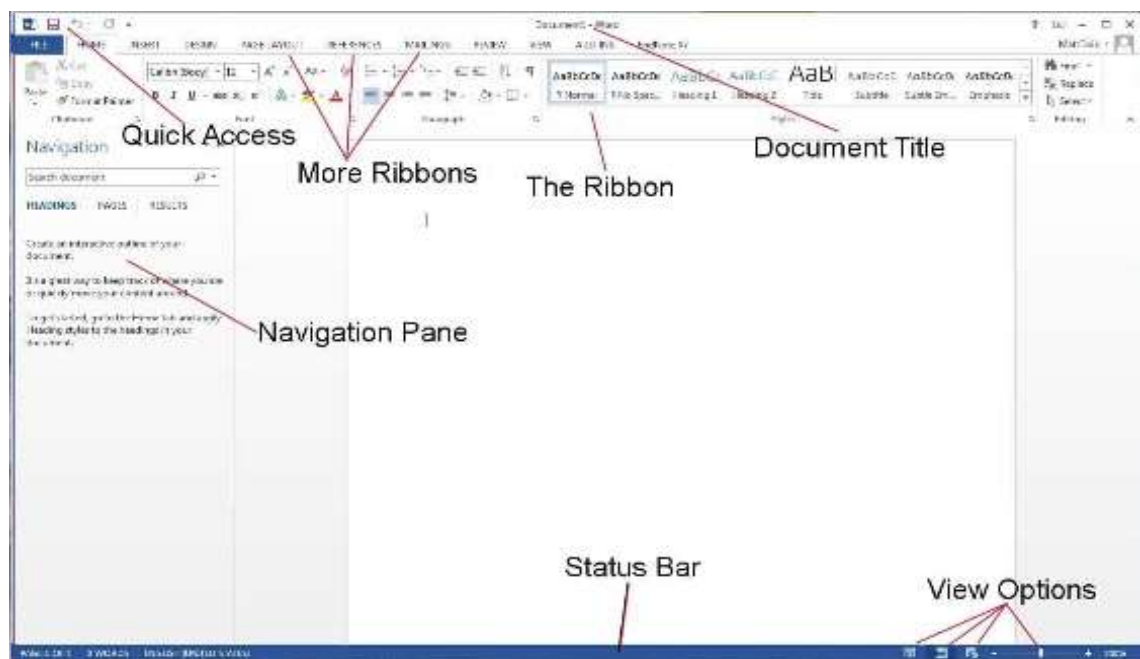
MS WORD 2013

- Microsoft Word 2013 is the only software for the MS Office.
- This software was created by Microsoft Company, this software is the most used software in the world. It is also called abbreviated as MS Word.
- Microsoft Word is used for tasks such as Letter Writing, Resume, Mail Merge, Table, Chart etc.
- Microsoft Word is also known as Word Processing.
- With this introduction of several advanced features in MS Word 2013, along with the ability to create and collaborate on documents online also gives you the ability to do more with your word processing projects.
- Writing words, making sentences, making paragraphs, forming pages, arranging them in a proper way through all such processes.
- Word Processing is said to be the process used with the help of a pencil or pen in your hand, but it is called human word processing.
- This is done with the help of computer, then it is called electronic word processing.

Features of MS Word 2013

- The latest version of Microsoft's Word Processing application has come to MS Word 2013.
- There are many useful new features in this, which are beyond the old version of MS Word 2013, Microsoft has a new interface and many useful updates to nonprofits, charities and libraries.
- Professional will help to create documents, share and collaborate more easily, work more efficiently.





1. A New Look for Word

When you open Word 2013, the first change will show you a new landing page. In the left pane, you will see the option to open your previously viewed documents along with your recent document. In the right pane, you can choose different templates like Blank, invoice, Blog post etc. You can also search for some "Fundraiser" or "Proposal" through the Microsoft templates library.

2. Save and share files in the cloud

- Cloud is like a storage.
- You can get it whenever you are online.
- By staying online, you can share the document on SharePoint or OneDrive.
- From there you can access and share your Word documents, Excel Spreadsheet and other office files.
- You can also work with your colleagues in the same file at the same time.

3. Use Multimedia

- If you prepare newsletters, flyers, brochures or other multimedia documents in Word, then you will be happy to know that working with images is now easier than ever.
- Word 2013 new alignment guide (pop-up tools when you click on a piece of media) makes it easy to move your text or video quickly in your text.

- You can draw an image around the document, if your organization has a Facebook or Flickr account, you can leave the Word and insert the photos from your albums into the document.

4. Read Mode

- You can easily read any file in MS Word 2013.
- If you start reading a document, but then need to do another work again, then save your place in the Word document so that you can read it later from where you left it - even if you had any other Reading the document on the device (like your home computer or Windows tablet).
- You do not even need to "save" or insert virtual bookmarks.
- MS Word 2013 does all the work for you.

5. Object Zoom

- When you are reading a document and if you want to zoom that document.
- Then you can zoom the page very easily, for this you can double tap the screen with your finger (if you have a touch screen) Or, double click on Zoom in with your mouse.
- And if you want to zoom out the document, then click on the Zoom out option.

6. Resume a Reading

- Through this, you can start reading your document from the same place as you had been taught earlier so that you can continue to read from where you left off your document.
- Because MS Word remembers where you were.

7. Online Video

You can also see online video in MS Word 2013 so that you can focus on content.

9. Add polish and Style

With Word 2013 you can create more beautiful and attractive documents, and you can work with more media types. Like - Online video, images etc. In it you can also open pdf.

10. Start with a Template

When you open Word 2013, you get the option of new templates to help you get started with a list of recently viewed documents so that you can go back to the space left at any time.

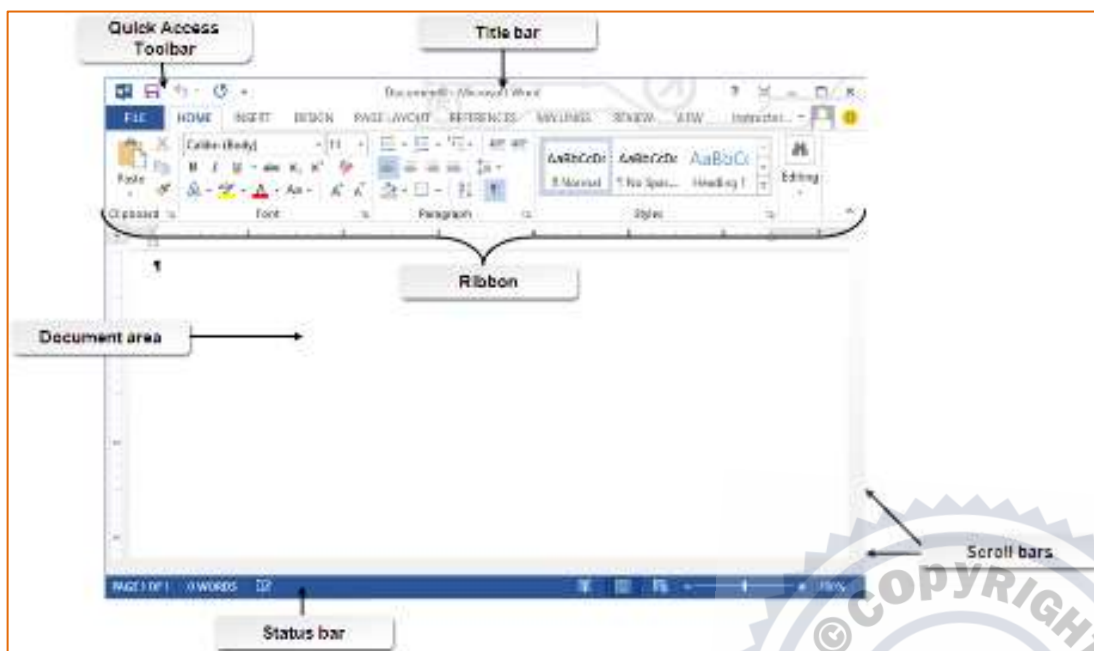


11. Open and edit PDF file

In MS Word 2013, you can easily open and modify PDF files. With this, you can also easily improve the paragraph, table or list located in pdf. Insert online Video and Picture MS In Word 2013 you can add videos and images directly to your documents. And your images online on your computer

Working with MS Word 2013

- Microsoft Word 2013 is a Word Processing Program, designed to create professional-quality documents.
- MS Word helps you organize and write your documents in a systematic manner.
- With the help of MS Word you can create letters, resume and more.
- For which Template Feature is very beneficial.

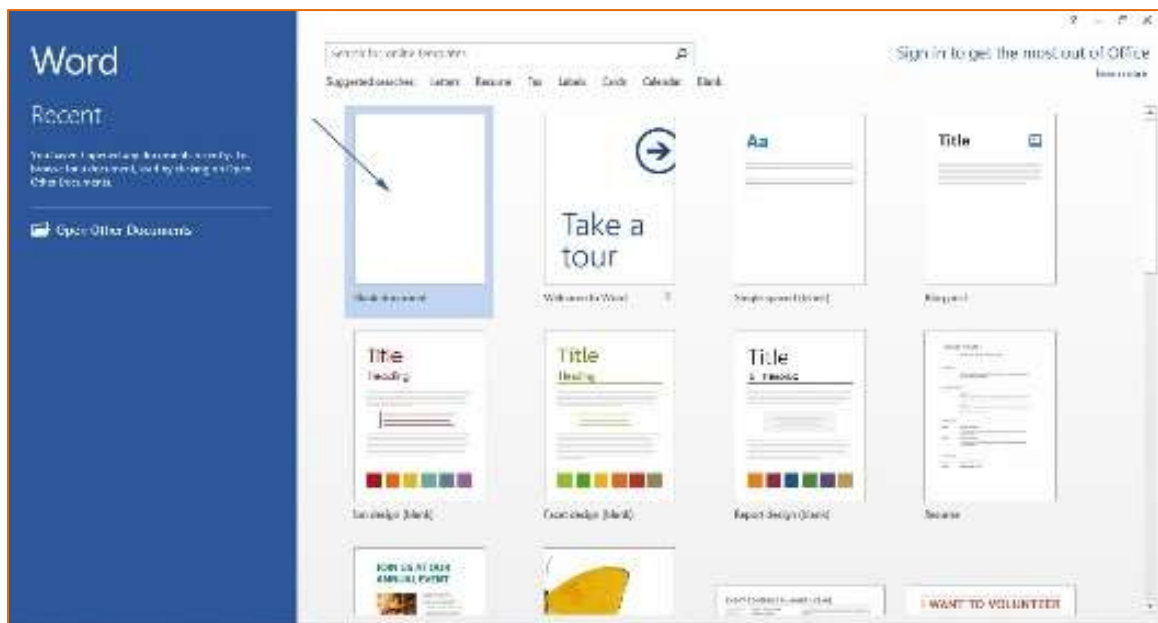


- Your first step in creating a document in Word 2013 is to choose whether you want to work with Blank Document or through Template.

How to Choose a Template

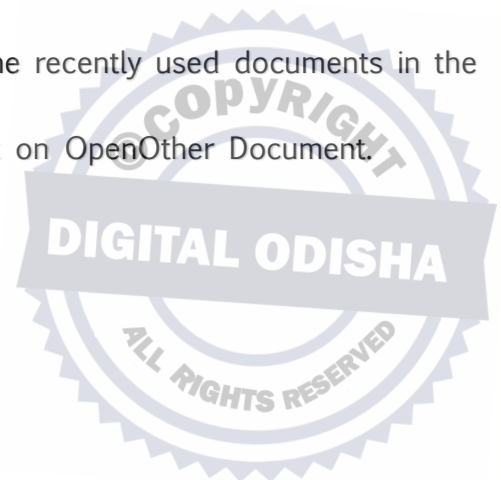
- It is often easier to create a new document using a Template than a Blank Document.
- Because in MS Word, we can use many types of Themes and Styles.
- All you have to do is add content.

- Every time you start Word 2013, you have to select the Template option from Gallery, click on Category to see the templates included or search on More Templates.
- By the way, MS Word 2013 already has many different templates but if you are not satisfied with those templates then you can use the More Template option.
- (If you do not want to use Template, just click on Blank Document.)



How to Open a Document

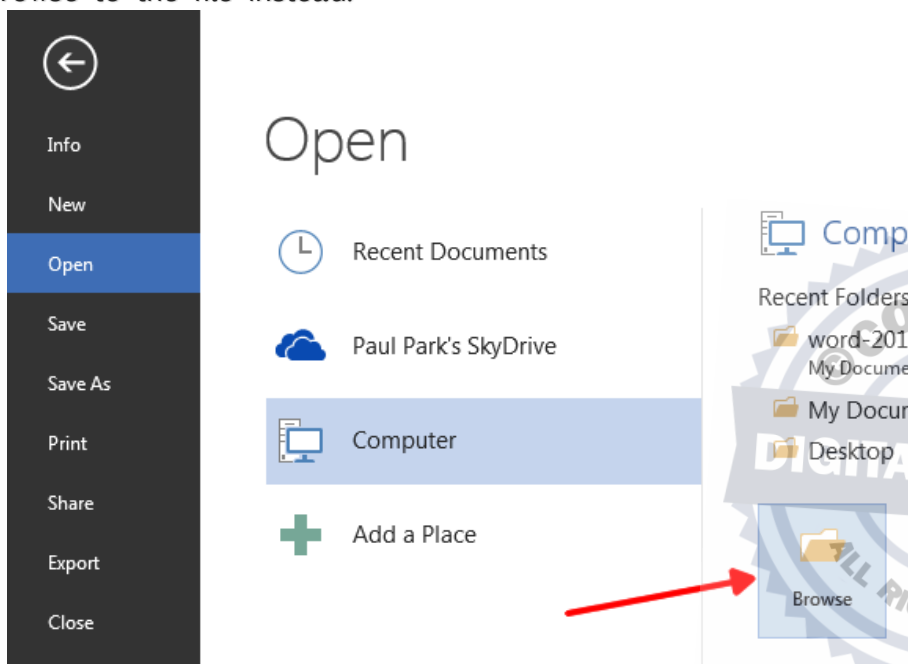
- The Open option is used to open a previously created file in MS Word.
- You can also modify the file you will open.
- Every time you open MS Word, you will see a list of the recently used documents in the left side.
- If the document you are looking for is not there, click on Open Other Document.





How to open Document

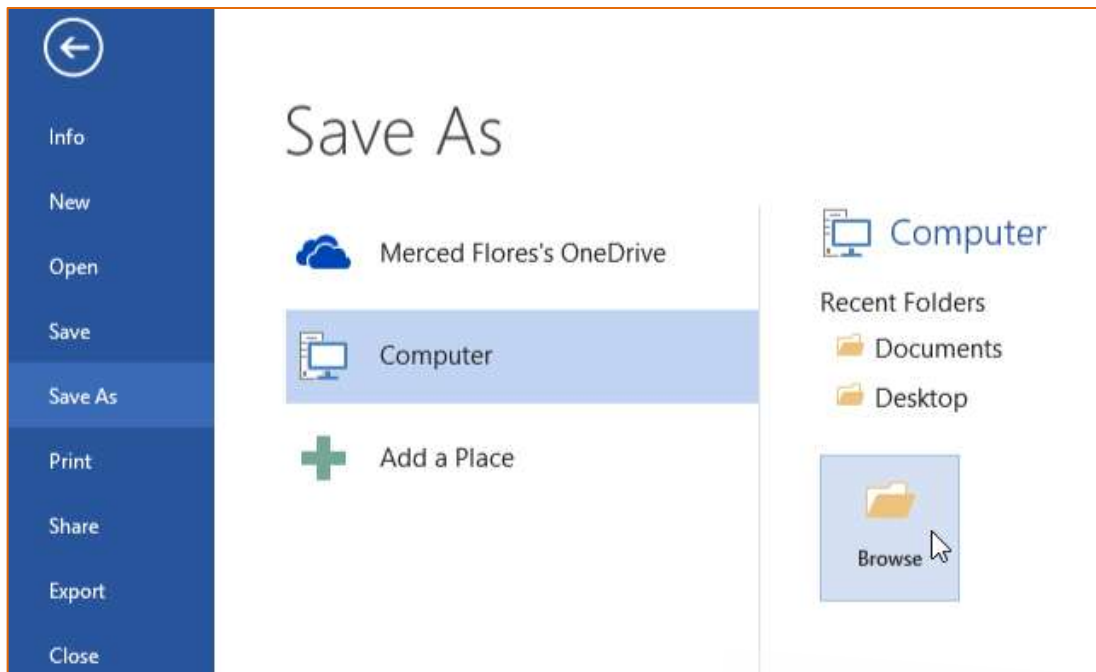
- First you open MS Word 2013.
- After this, click on the File tab.
- Here you will see many options, from which you click on the Open option. And then browse to the file instead.



- In doing so, open dialog box will open in front of you.
- Now select the document you want to open and click on the Open button.

How to Save a Document

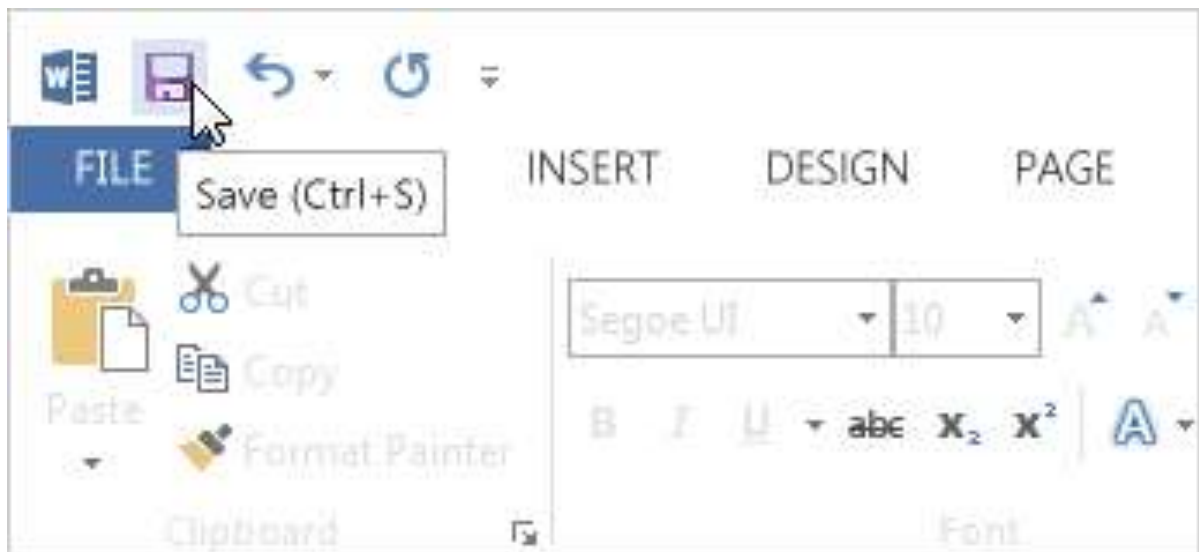
- Save option is used to save the current file. After saving, you can see that file anytime by opening it, you can read it too.
- To save the document for the first time, do the following:
- First click on the File tab.
- Then click on Save as button.
- Select the place where you want to save your document.
- Then click Save.



Note: MS Word 2013 automatically saves the file in .docx format. If you want to save your document in any format other than .docx, then click on the Save as type list, and then select the desired file format.

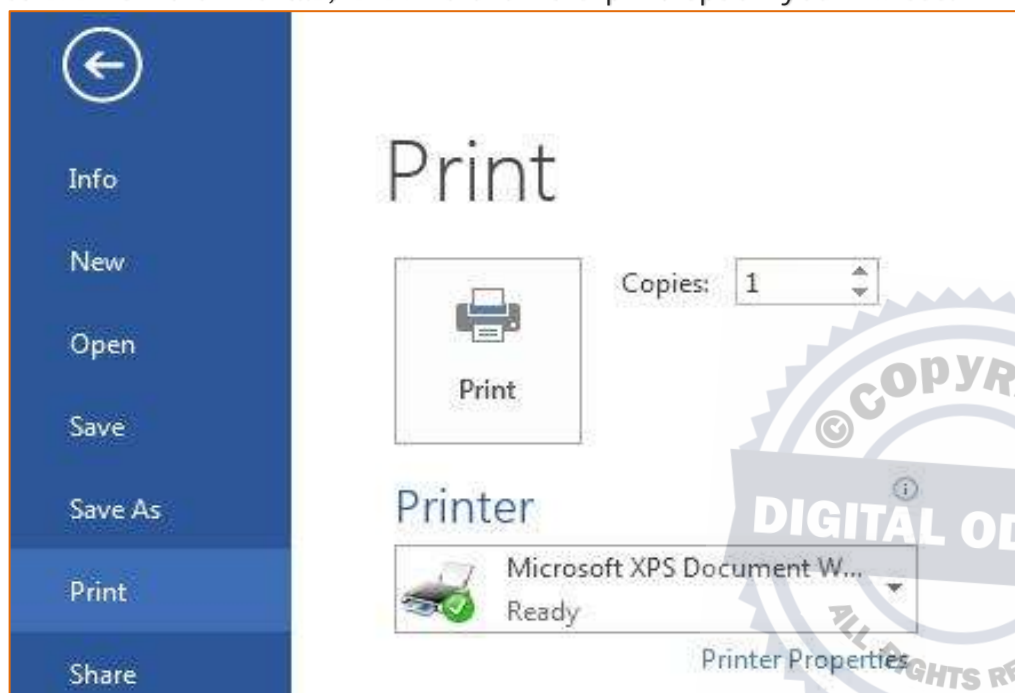
- After saving your document, when you continue to work on it, click on save in the Quick Access toolbar.





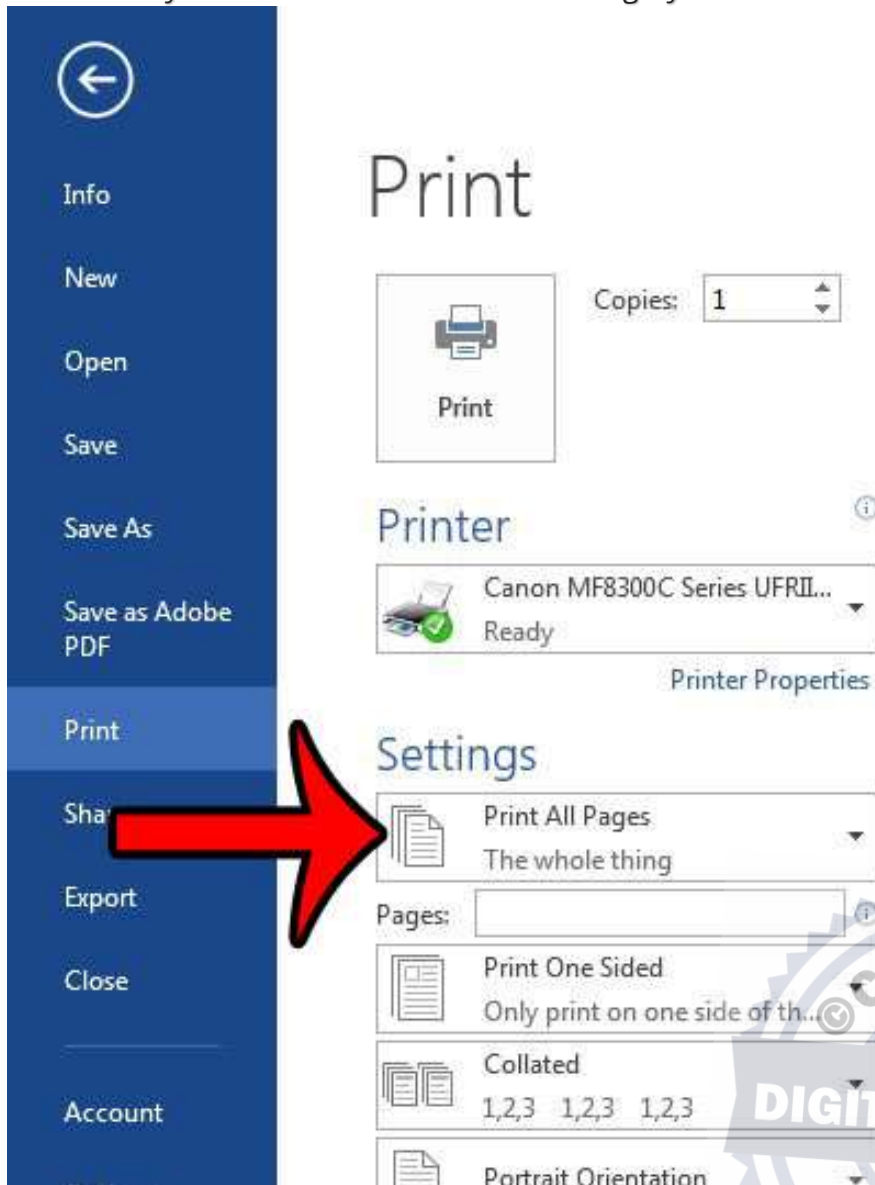
How to Print a document

- The print option is used to print the document on a paper or any other medium before printing any document you can also see how it will look after the print.
- First click on the File tab, click here on the print option you will see.



- Once you click on Print, a Copies box will appear in front of you.
- Type Of Copies That is, the number you want to print.

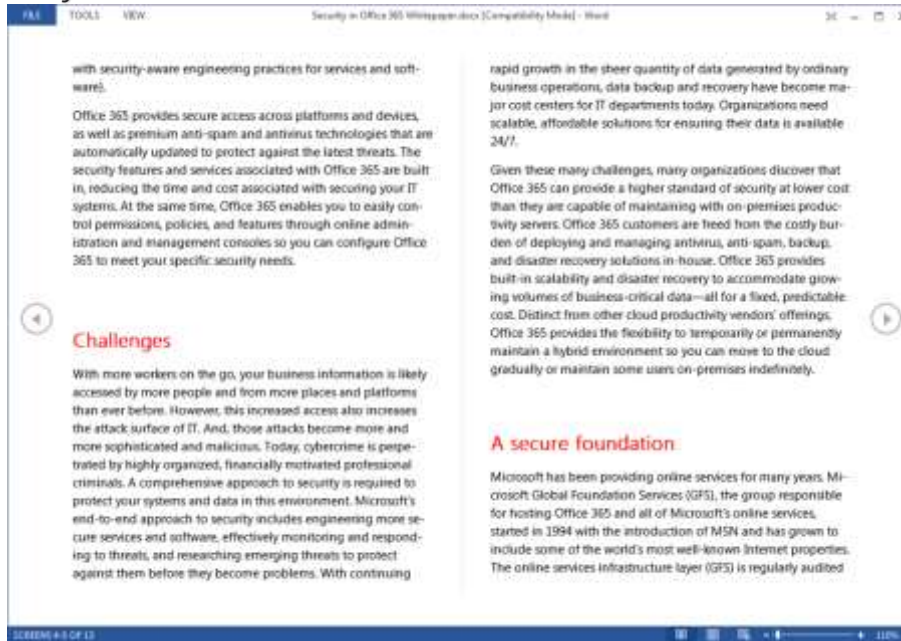
- After this you select the printer that you want to print and which is connected to your computer.
- The default Print settings for your Printer are selected under the Settings option.
- If you want to change settings, just click on the settings that you want to change after that you can do it in whatever settings you want to change.



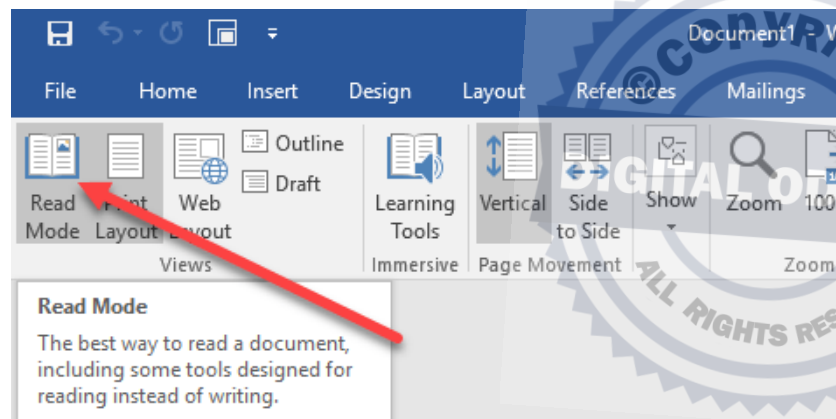
- When you are satisfied with the settings, click on the Print option.

How to Read Document

- In MS Word 2013, the Read option is used to read the document without any difficulty.



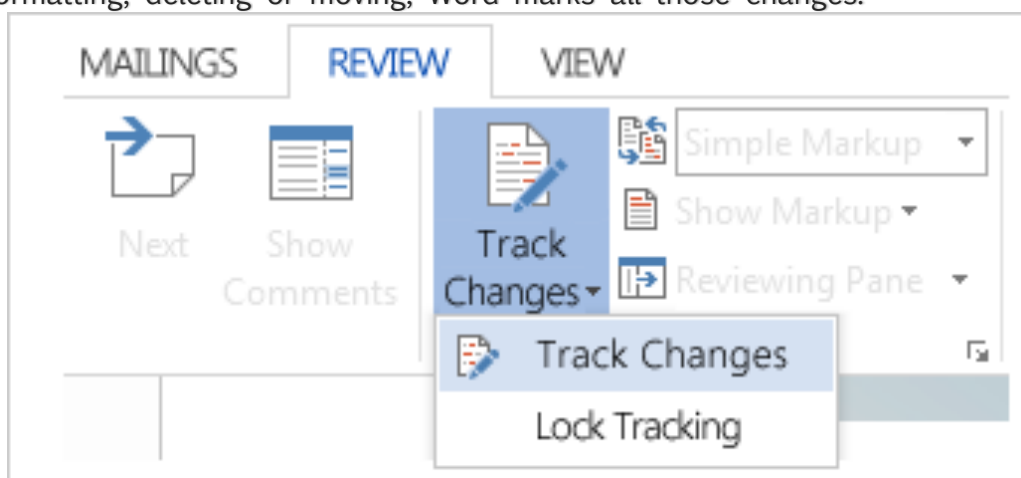
- First of all, open the document you want to read.
- Note: Some documents open automatically in Read Mode, like Save Document |
- Then click on the Read Mode option from the View tab.
- If you want to move from one page to another page in a document, do one of the following:



- Click on the arrow on the left and right sides of the pages.
- Use the Page up or Page down space on the keyboard, Space bar or Backspace key.
- Or you can also use the Scroll Wheel in your mouse to move the page upside down.
- If you are using the Touch screen, you can swipe the page left or right with your finger.

How to Track Change

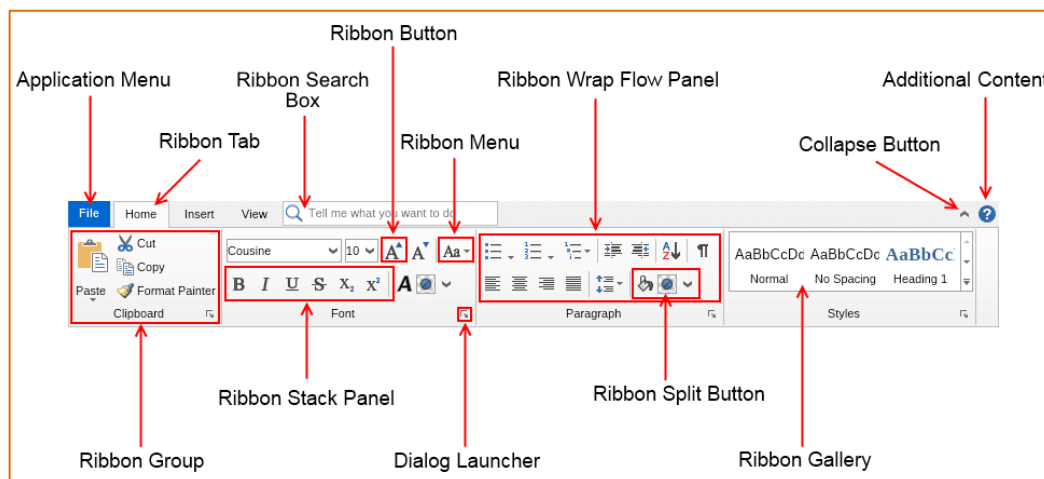
- When you are working with another person on a document document or you are improving the document itself, turn on the Tack change option to see each change.
- After turning on the track change option, if you do anything in that file editing, formatting, deleting or moving, Word marks all those changes.



- Firstly, open the document in which you want to apply this option.
- Then click on the review tab and select the track changes button located here and then click on the track change button.
- After this option is turned on, if you delete something from the file then it marks it with a strike by, if you

Working with Ribbon in MS Word 2013

- Microsoft Office 2013 uses the ribbon, the ribbon is designed to help find commands for some tasks organized in logical.
- The ribbon is the display you see at the top of the Microsoft Word window.
- This is your primary interface with MS Word.
- This allows you to access the commands available in Word.
- The ribbon is made up of three parts: Tab, Group, and Command.



Tab

Microsoft Word is a powerful program used to create many different types of documents, including articles, letters, books, contracts, marketing documents, and more. goes. There are hundreds of commands to work with the documents in Microsoft Word. To make users easy to find specific orders that they are looking for, the commands are organized on the seven main tabs:

Ribbon Tab Name	Command Groups
Home	Clipboard, Font, Paragraph, Styles, and Editing
Insert	Pages, Tables, Illustrations, Apps, Media, Links, Header & Footer, Text, and Symbols
Design	Document Formatting and Page Background
Page Layout	Page Setup, Paragraph, and Arrange
References	Table of Contents, Footnotes, Citation & Bibliography, Captions, Index
Mailings	Create, Start Mail Merge, Write & Insert Fields, Preview Results, and Finish
Review	Proofing, Language, Comments, Tracking, Changes, Compare, and Protect
View	Views, Show, Zoom, Window, and Macros



Home:

The Home tab contains commands related to formatting.

Insert:

Use the INSERT tab to insert tables, illustrations, charts, links, Sparkline, header and footer, custom text and symbols, etc.

Design:

Design tabs are used to set document formatting and page backgrounds.

Page Layout:

To change the margin, the Page Layout tab is used, this is done with adding columns, changing page size, setting up page setup, etc.

Reference:

The Reference tab is used to add a table of contents, add footnotes, add bibliography, and more.

Mailing:

Mailing tabs are used to create labels, merge mail.

Review:

Review tabs are used to check spelling and grammar.

View:

The View tab is used to change your document view, along with the options like the ruler or navigation pane, Zoom in, Zoom out etc.

Tool Tabs

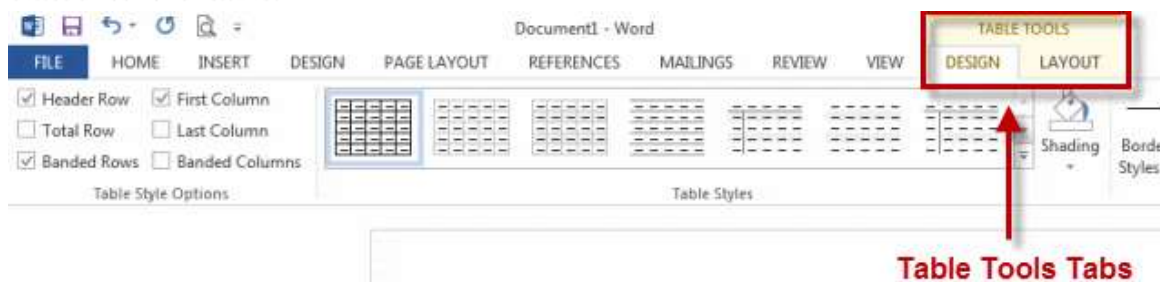


In addition to the main tab, there are several tool tabs that contain commonly used commands. Some of the most commonly used Tools tabs are:

SmartArt
Chart
Drawing
Picture
Table

Header and Footer

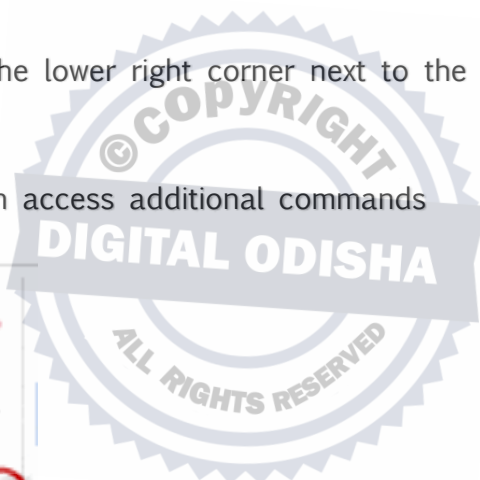
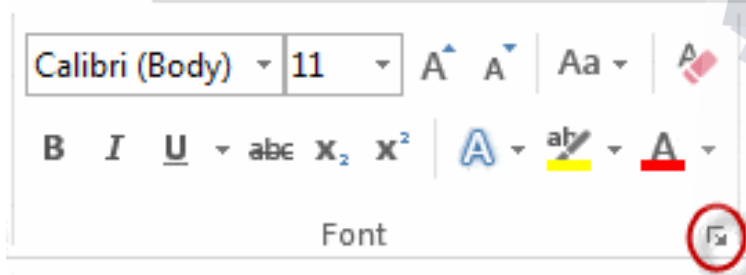
When you select a command with a tool tab, then you start to see the options related to it. For example, when you insert a table, you start to see the options related to the table.



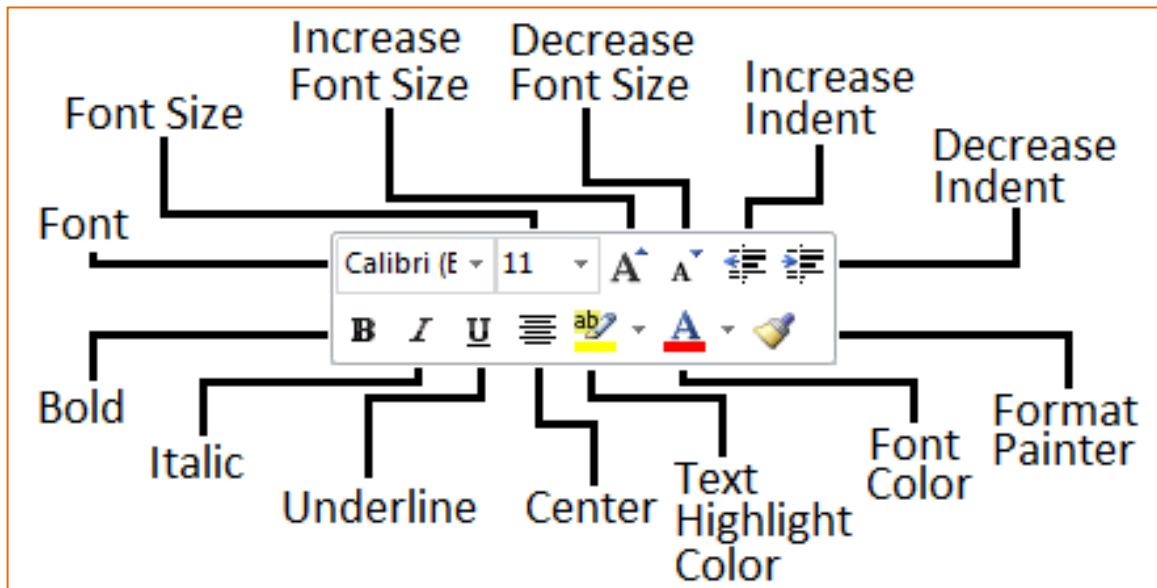
Groups

To organize multiple commands available in Microsoft Word, commands are organized in groups in each tab. There are three or more related commands in each group. Which are as follows -

- In some groups, you will see a button in the lower right corner next to the name of the group.
- This is the dialog box launcher.
- By opening the group's dialog box, you can access additional commands associated with that group.

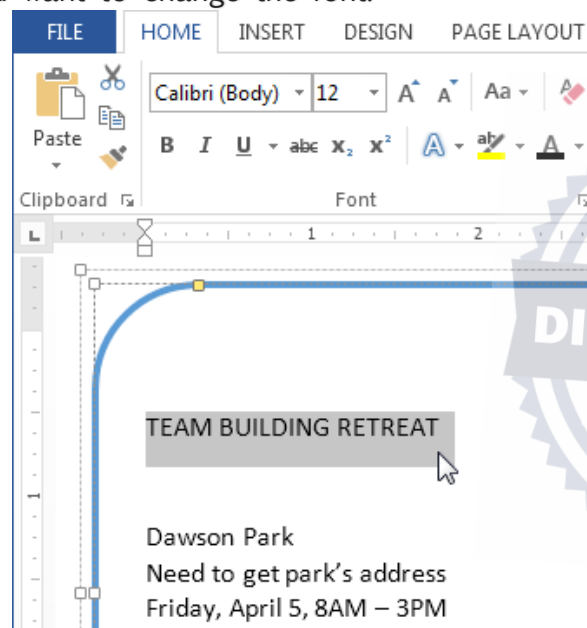


How to Format Text in MS Word 2013

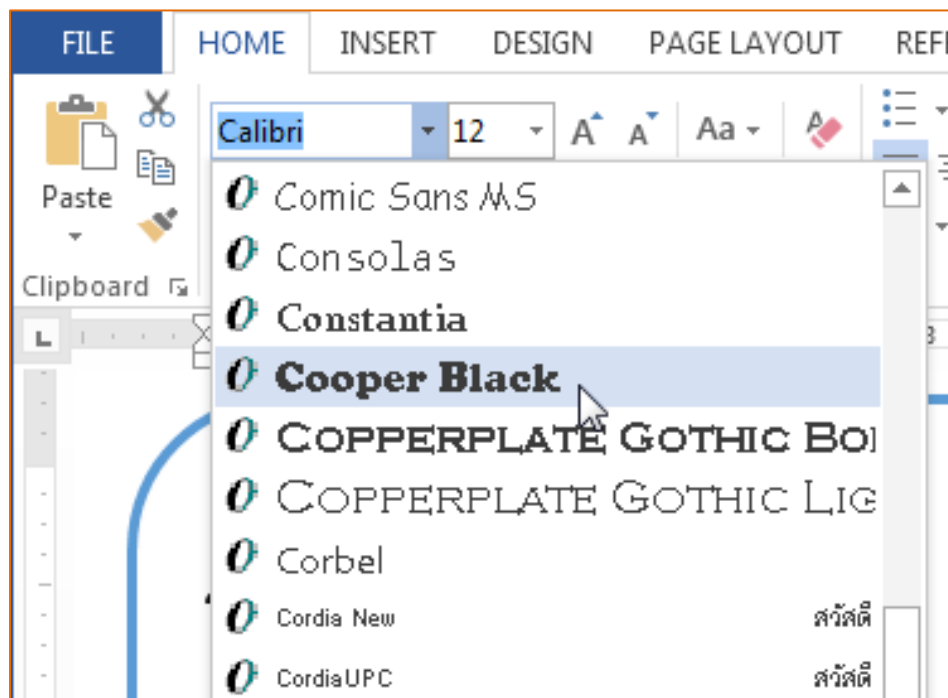


How to Change the font

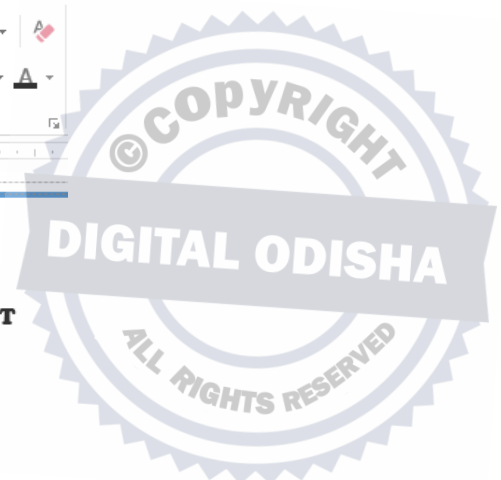
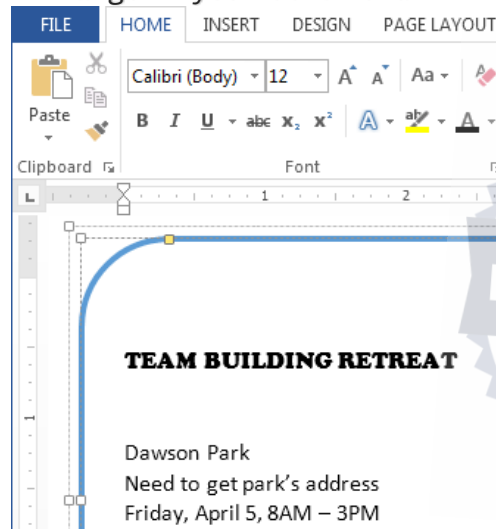
- By default in MS Word 2013, the font of each new document is set to Calibri.
- However, Word offers several other fonts that you can use to customize Text and Title.
- Select the text you want to change the font.



- Then click on the drop-down arrow next to the Font box, located on Home Tab.
- A menu of Font Style will appear.
- Move the mouse to different Font Style.
- The Live Preview of Font will appear in the document.
- Select the font style you want to use.
-

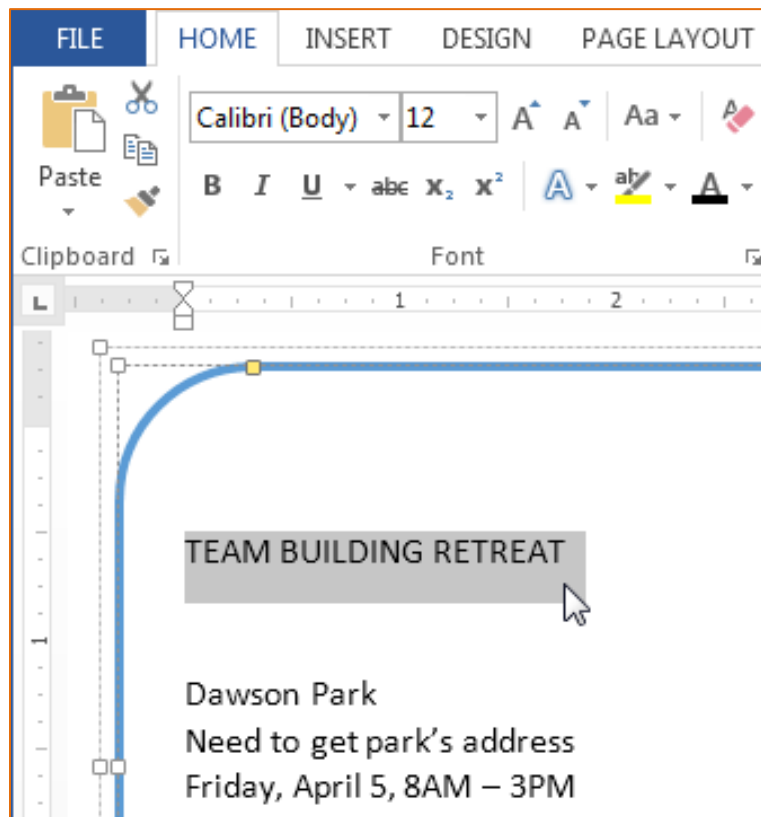


- The font you select will change in your document.



How to Change the font size

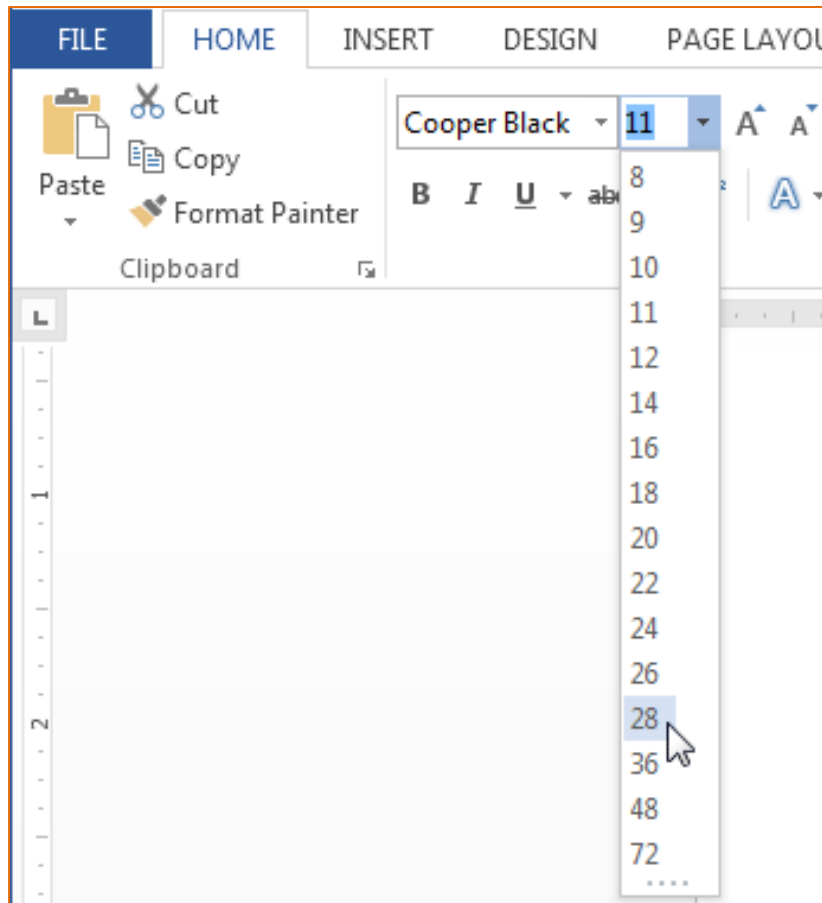
- Select the text you want to change the font size.



- Next, click on the drop-down arrow next to Font size, located on Home Tab.



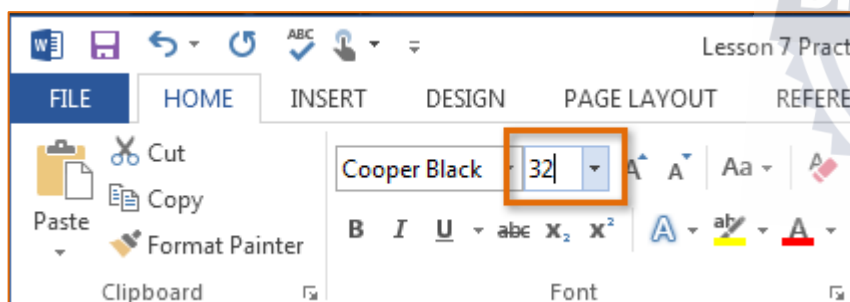
- A menu of font size will appear. Move the mouse to different font sizes.
- The Live Preview of Font will appear in the document. Select the font size you want to use.



- The font size you select will change in your document.

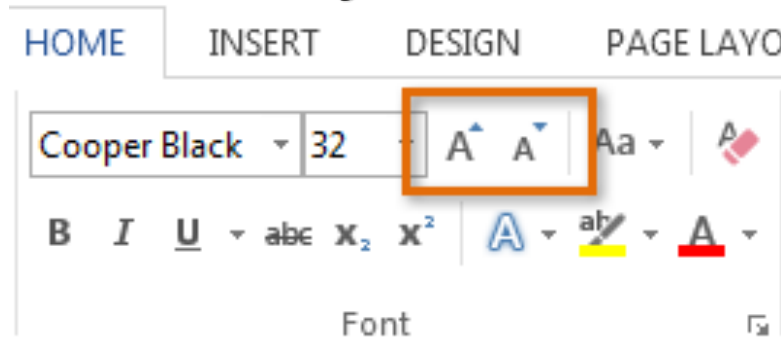
Font Size Box

- If you do not find the required Font Size from the Font drop-down arrow, you can click on the Font Size Box and type the desired Font Size, and then press Enter.



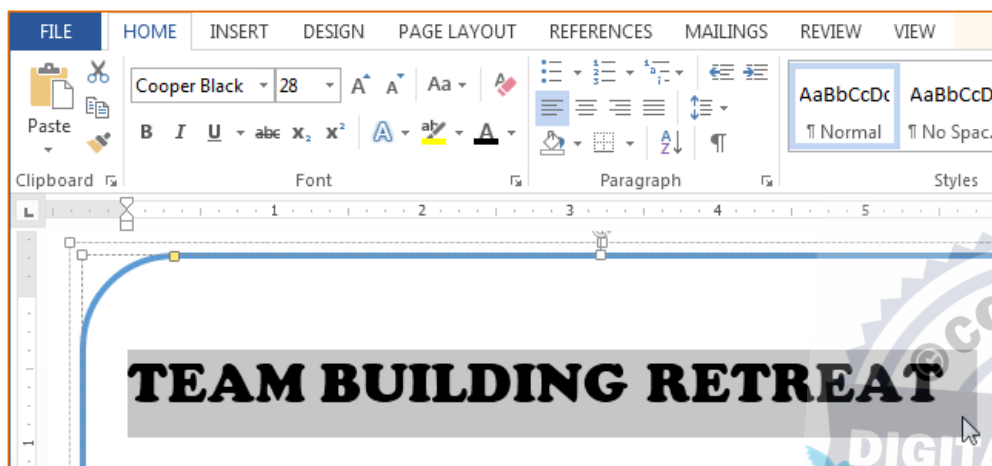
Grow and shrink font commands

- You can also use the Grow Font or Shrink Font option to change the font size.
- Font size in the document will change.

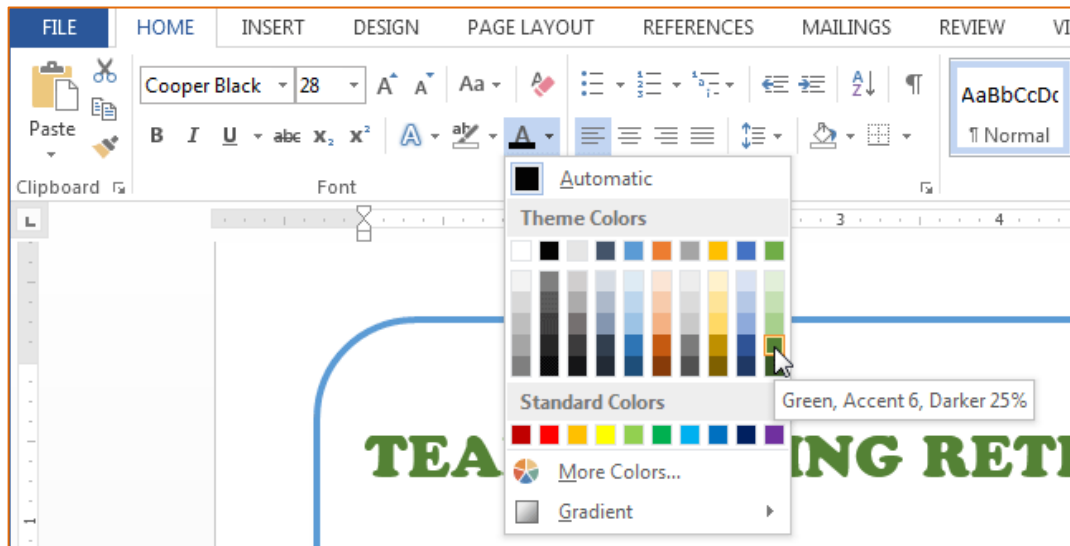


How to Change the Font color

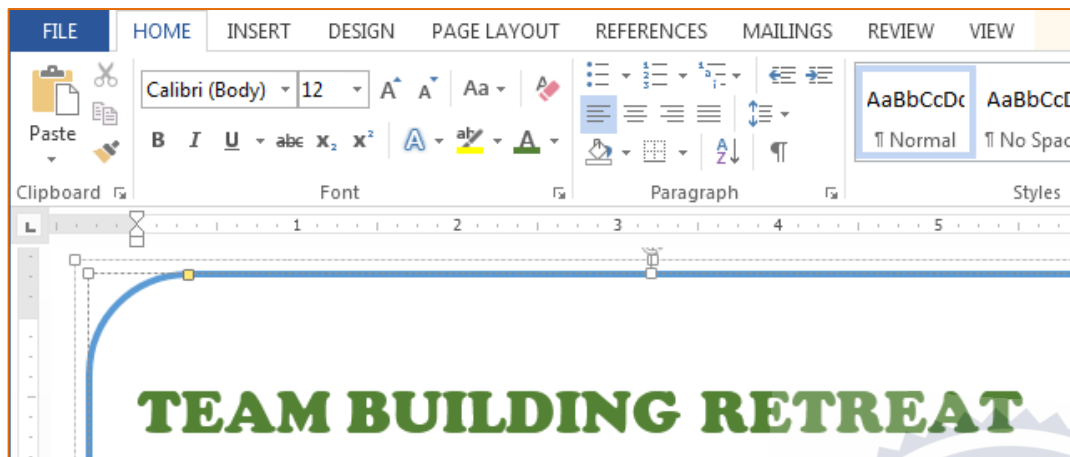
-
- Select the text you want to change to Font Color.



- After this, click on the drop-down arrow next to Font Color, located on Home Tab.
- A menu of Font Color will appear.
- Move the mouse to different Font Colors.
- The Live Preview of Font Color will appear in the document.
- Select the font color you want to use.



- The font color you select will change in your document.



○

How to Highlight Text

- Highlighting text in your document is a very important tool.
- Select the text that you want to highlight.

Dawson Park

Need to get park's address

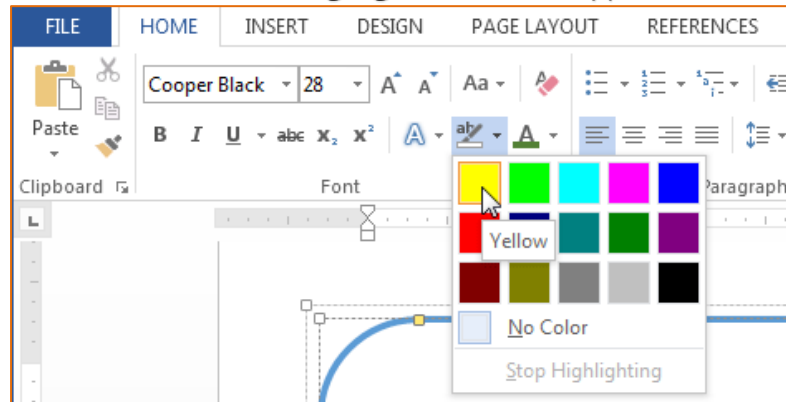
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,

scavenger hunt, volleyball, trust walk,



- Next, click on the drop-down arrow next to Text Highlight Color, located on Home Tab.
 - A menu of Highlight Color will appear.



- Select the color you want to highlight your text as well.
- The color that you select will start highlighting in your text.

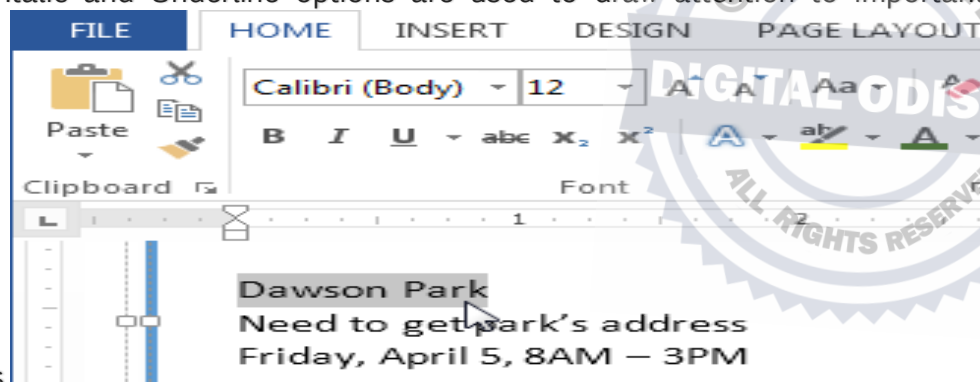
Dawson Park
Need to get park's address
Friday, April 5, 8AM – 3PM

Canoes, door prizes, free lunch,
scavenger hunt, volleyball, trust walk,

How to use the

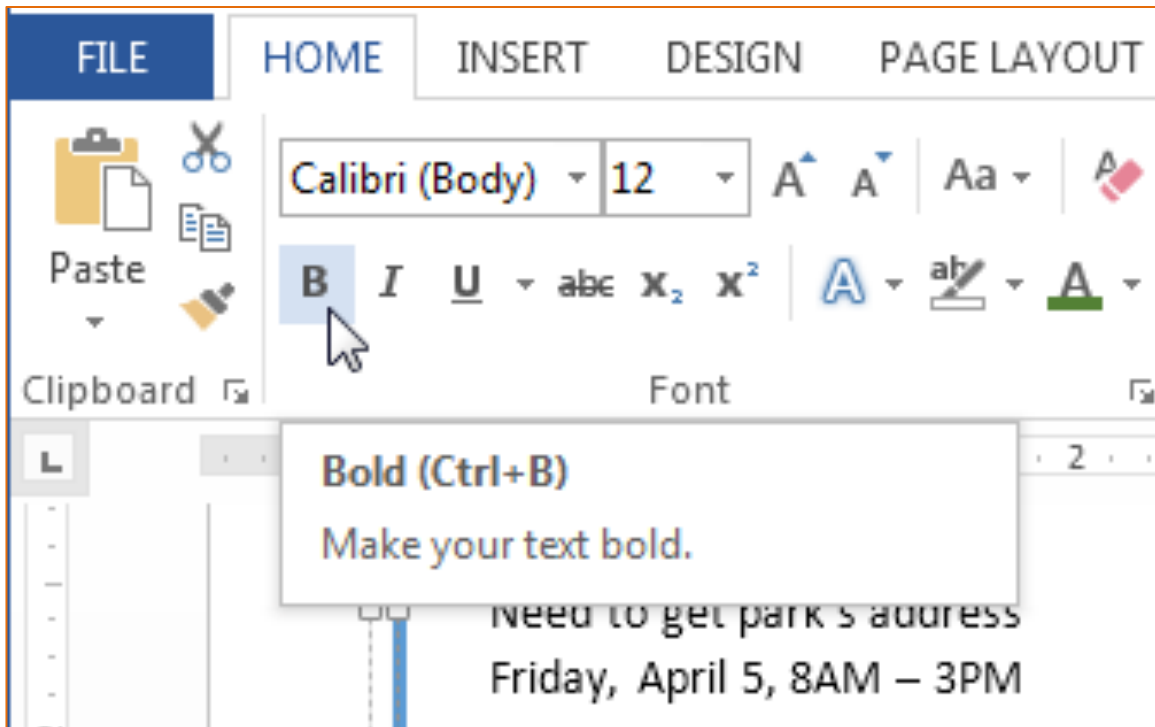
Bold, Italic, and Underline commands

- The Bold, Italic and Underline options are used to draw attention to important words



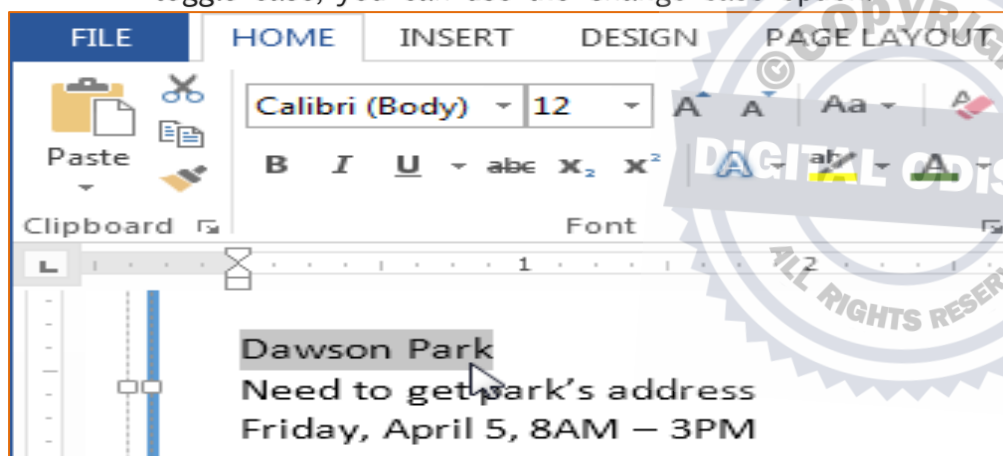
or phrases.

- Then click on Bold (B), Italic (I) and Underline (U) option from the Font Group on the Home Tab. example, we will click on Bold.
- Your selected text will be bold.

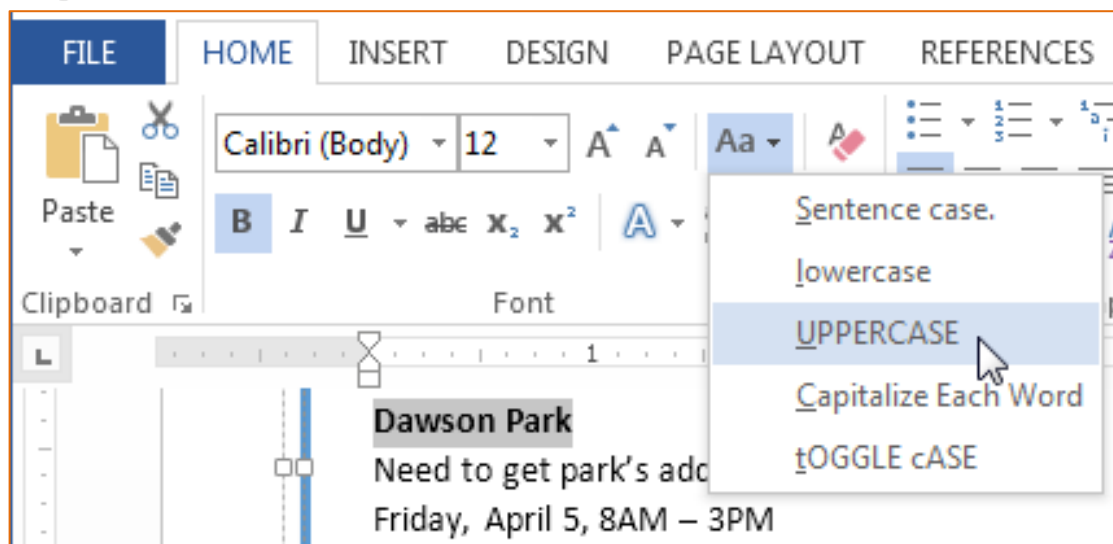


How to Change the Text Case

- If you want to change text in uppercase, lower case, normal case, sentence case or toggle case, you can use the Change case option.



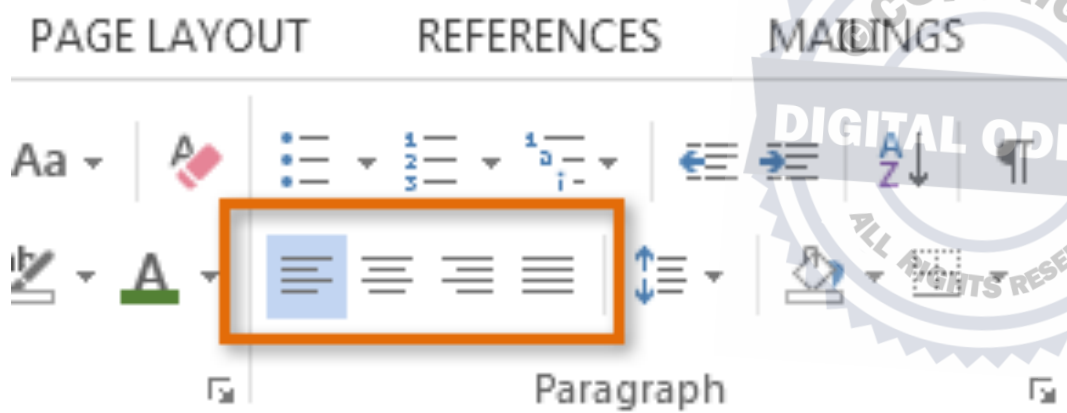
- Then click on the Change case from the Font Group located on Home Tab.
- A drop-down menu will appear. Select the case you want to select from the menu.
-



- The Case you select will change in your document.

How to Change Text Alignment

- By default in MS Word, in the Text document, Left Margin occurs.
- But if you want you can right the text according to your opinion and center.
- Select the text you want to change text alignment.
- Next, click on either of the four Alignment options from the Paragraph Group located on the Home Tab.



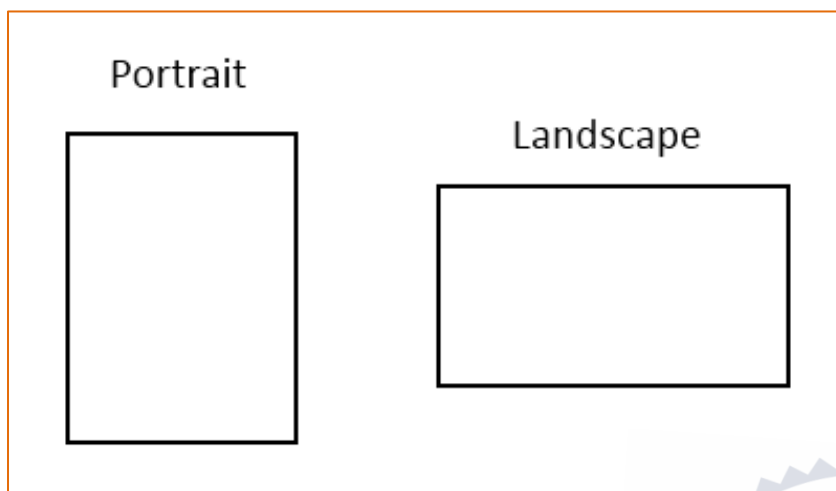
How to Use Page Setup up

Option in MS Word 2013

- When you create your own document, you need to consider a lot about how the Page Layout, like how the page layout affects, how the content will look and include Page size, Orientation, Margin etc.
- Setting Up Page on your Document is very important before removing print in MS Word

Page Orientation

Page Orientation is used to change page size. These are of 2 types.

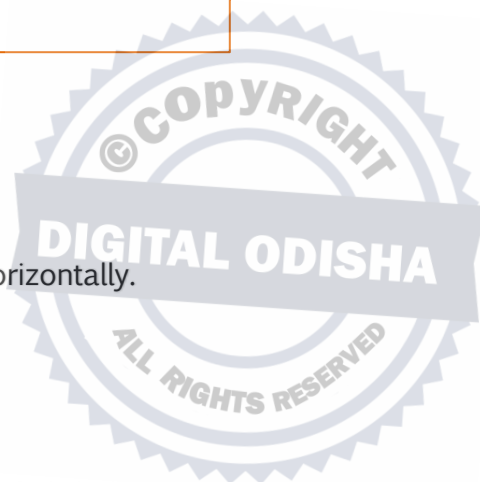


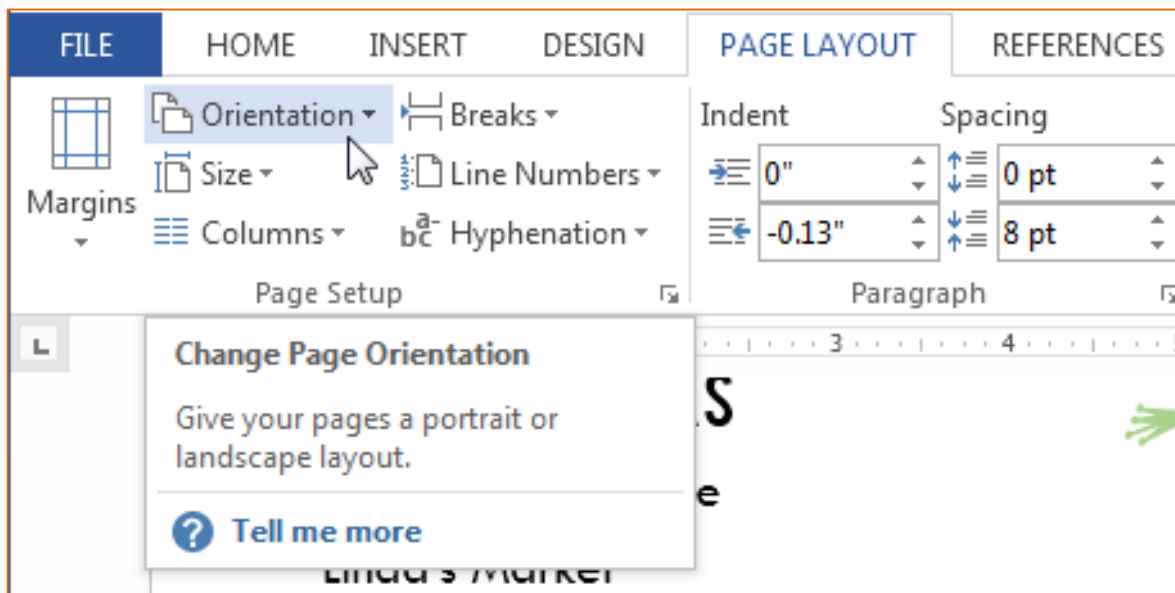
Portrait: - Portrait option is used to print pages vertically.

Landscape: - Landscape option is used to print the page horizontally.

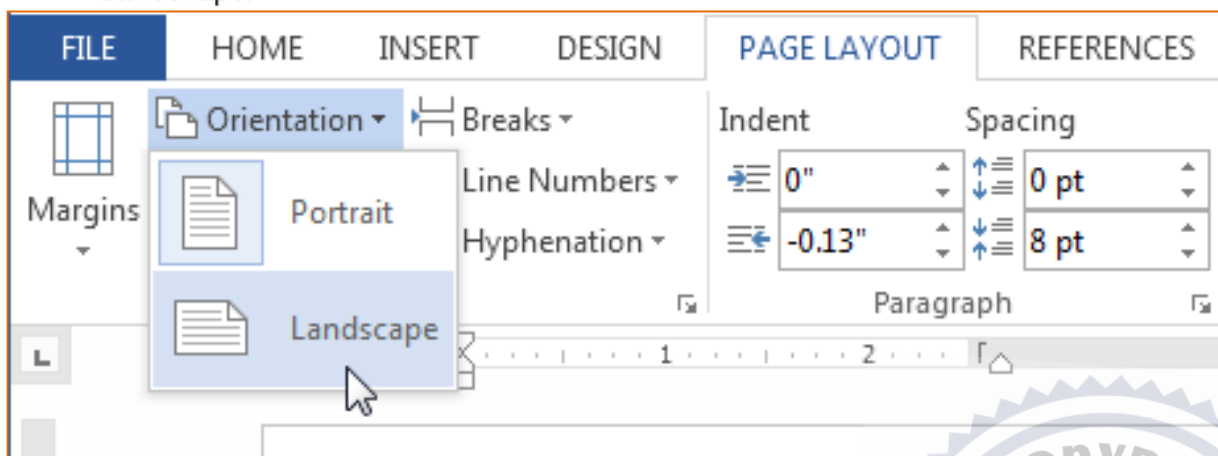
How to Change Page Orientation

- First select the page layout Tab.
- Next, click on the Orientation option in the Page Setup group.





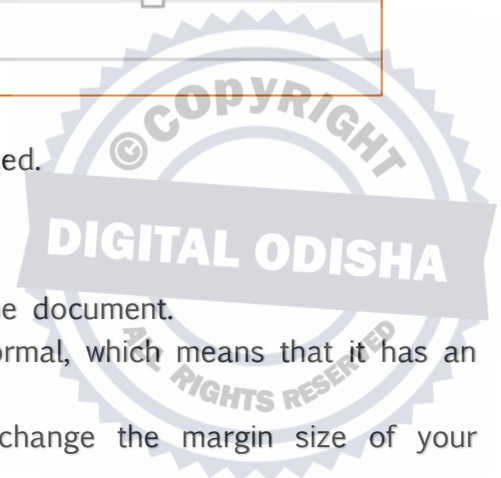
- A drop-down menu will appear. To change the page orientation click on Portrait or Landscape.



- The Page Orientation of the document will be replaced.

Page Margin

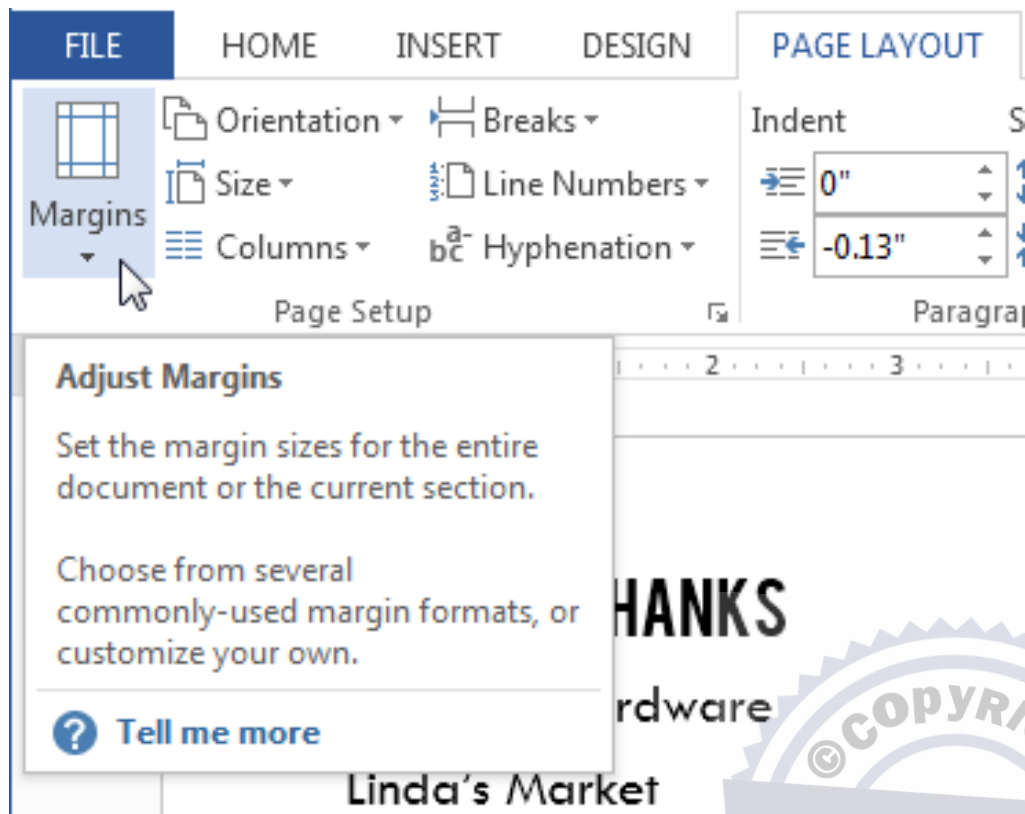
- Margin is the place between text and the edge of the document.
- By default, a new document is set to the Margin Normal, which means that it has an inch of space between the text and each edge.
- Depending on your needs, Word allows you to change the margin size of your document.
- There are four types of Page Margin.



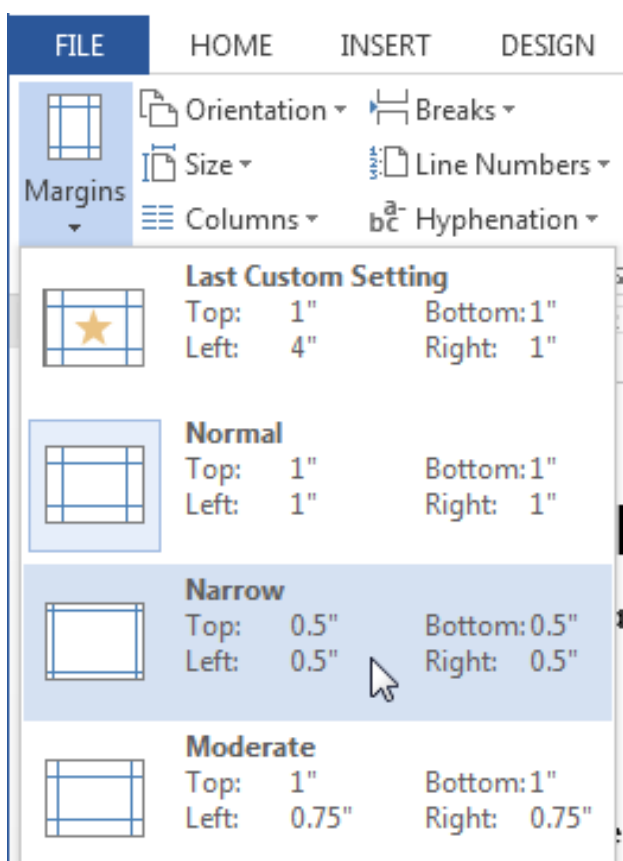
- Left margin
- Right Margin
- Top Margin
- Bottom margin

How to Change Page Margin

- First select the page layout Tab.
- Next, click on the Margin option in the Page Setup group.



- A drop-down menu will appear. In this you click on your margin.

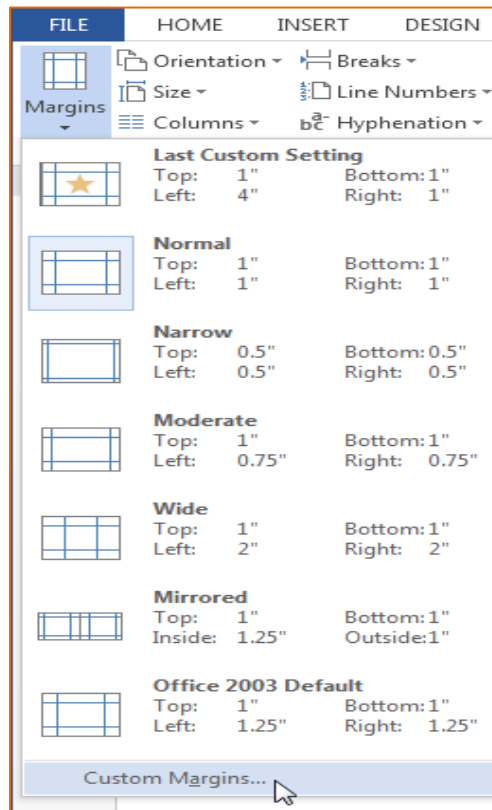


- Margin of the document will be changed.

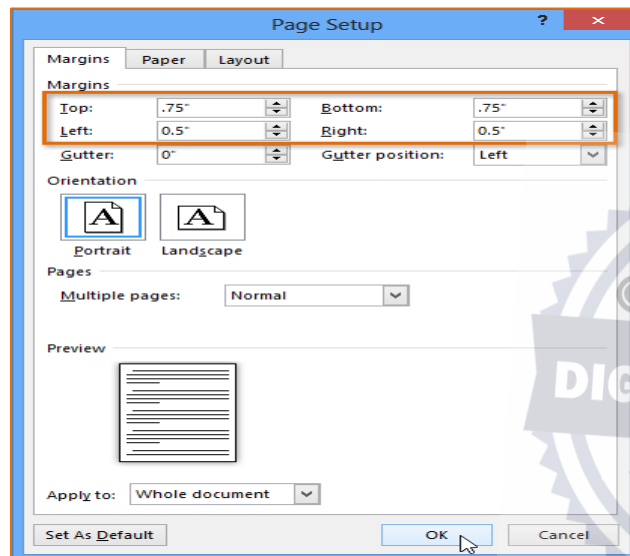
How to Use Custom Margin

- Word allows you to customize the size of your margin in the Page Setup dialog box.
- First select the page layout Tab. Next, click on the Margin option in the Page Setup group.
- Select custom margin from the drop-down menu.





- The Page Setup dialog box will appear. Here you can set different left, right, top and bottom margins, then click OK.



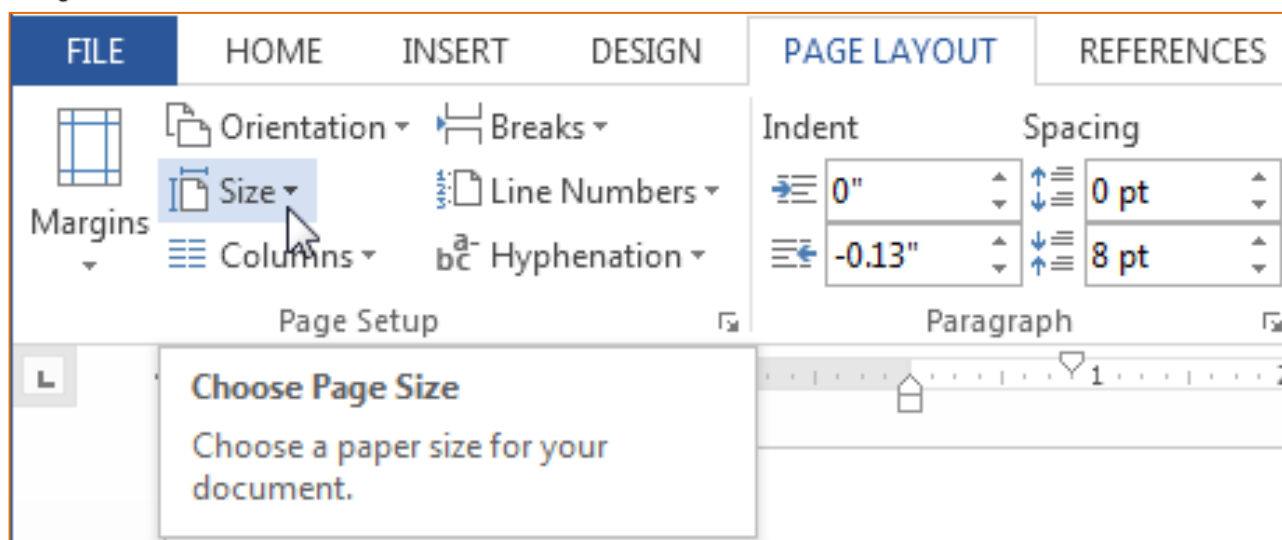
- Margin of the document will be changed.

Page Size

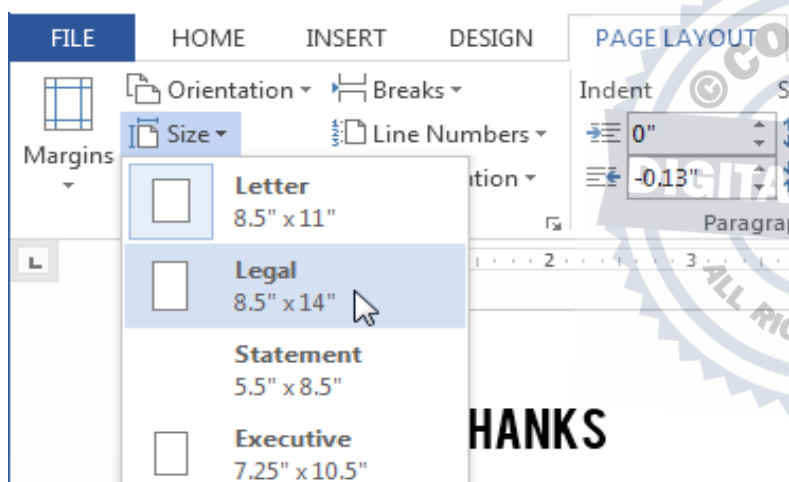
- By default, the page size of a new document is 8.5inch-11inch.
- You can change the page size of your document according to your work.
- It is important to keep in mind that before modifying the default Page Size, you should see what page size your printer can accommodate.
- In the MS Word, the Page Size option is used to change the size of the page. Eg - A4, A3, A5, Letter, Legal, Custom etc.

How to Change Page Size

- First select the page layout Tab.
- Then click on the size option from the Page Setup group.
-



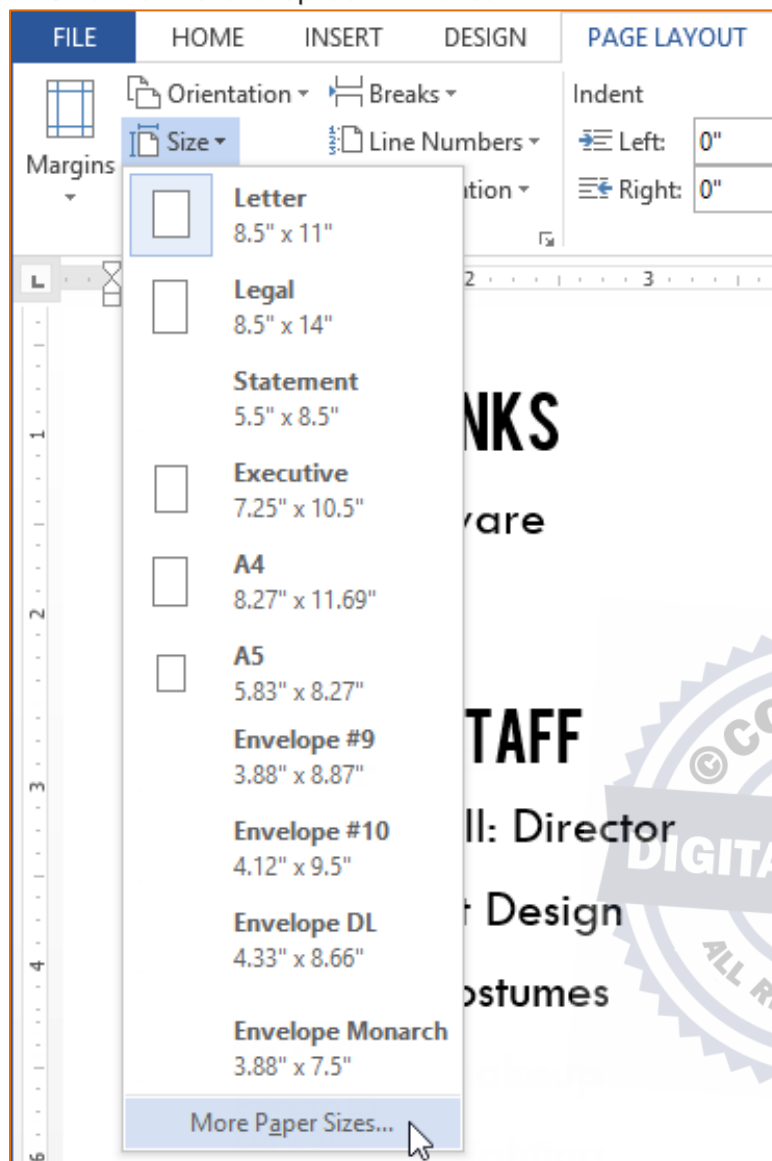
A drop-down menu will appear. From here select whatever page size you want to select.



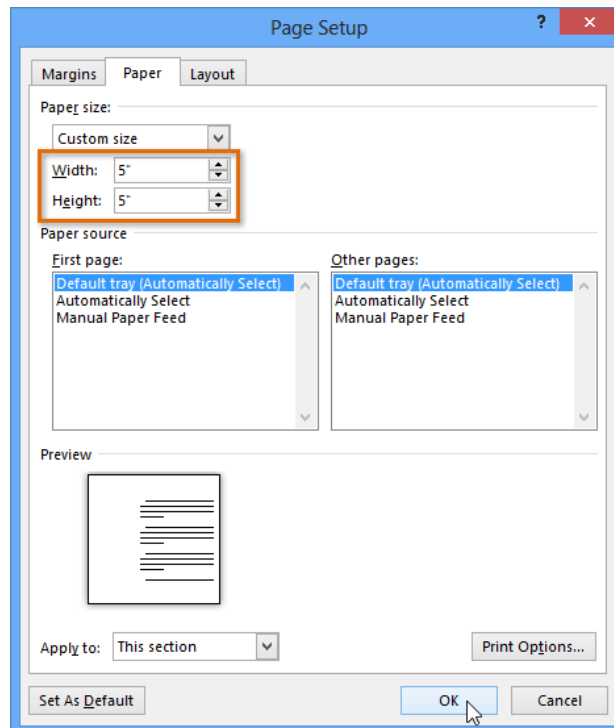
- The Page size of the document will change.

How to Change Custom Page Size

- Word allows you to customize your Page Size in the Page Setup dialog box.
- First select the page layout Tab.
- Next, click on the Size option from the Page Setup group.
- Select Custom Size from the drop-down menu.



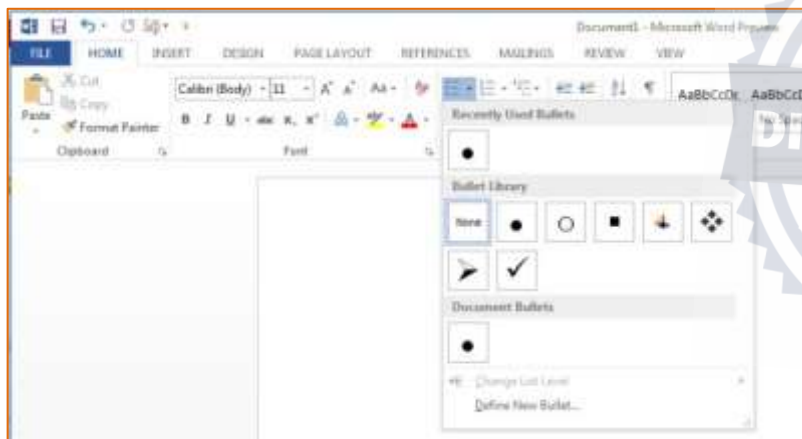
- The Page Setup dialog box will appear. Change the page Width or height and click OK.



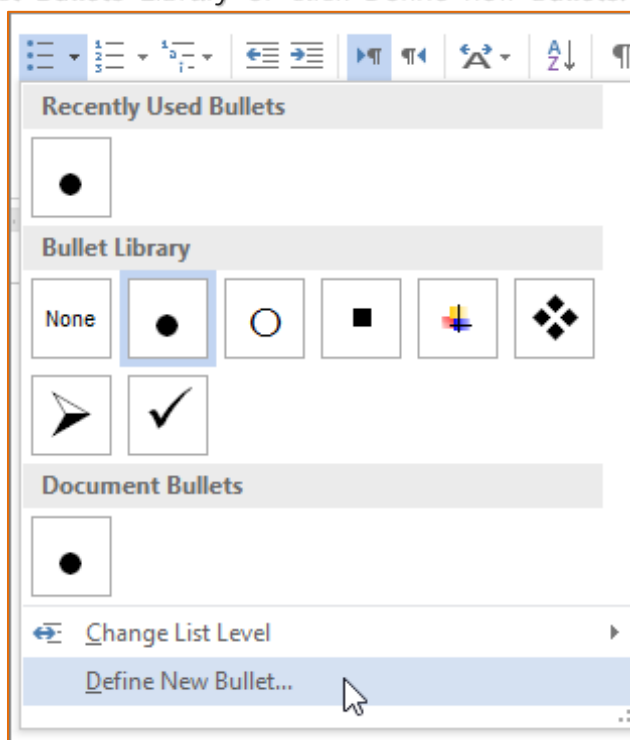
- The Page size of the document will change.

Bullets in list

- First of all select the list in which you want to insert Bullets.
- Then click on the Bullets icon on the Home tab.



- Change Bullets Formatting
- You select the text of your list.
- Next, click on the triangle icon to the right of the bullets option.
- Here you can select Bullets Library or click Define new bullets.



What is Numbering?

Numbering means 1, 2, 3, ...a, b, c a, b, c You can also use them in your list which means the numbering option for entering the number in the list. Is used. Like bullets, you can use numbering, which has the following process:

1. Apple
2. Orange
3. Grape
4. Mango
5. Cherry

- 1) Apple
- 2) Orange
- 3) Grape
- 4) Mango
- 5) Cherry

- i. Apple
- ii. Orange
- iii. Grape
- iv. Mango
- v. Cherry

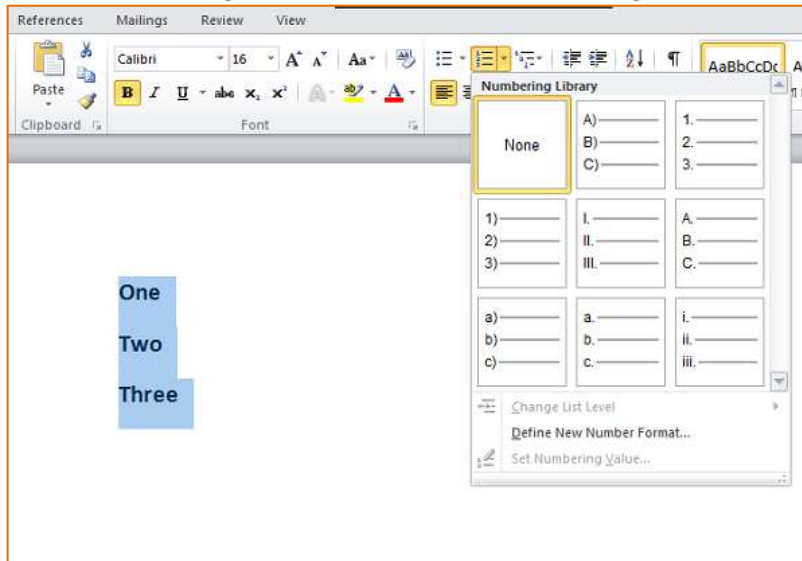
- A. Apple
- B. Orange
- C. Grape
- D. Mango
- E. Cherry

- a) Apple
- b) Orange
- c) Grape
- d) Mango
- e) Cherry

- a. Apple
- b. Orange
- c. Grape
- d. Mango
- e. Cherry

How to use

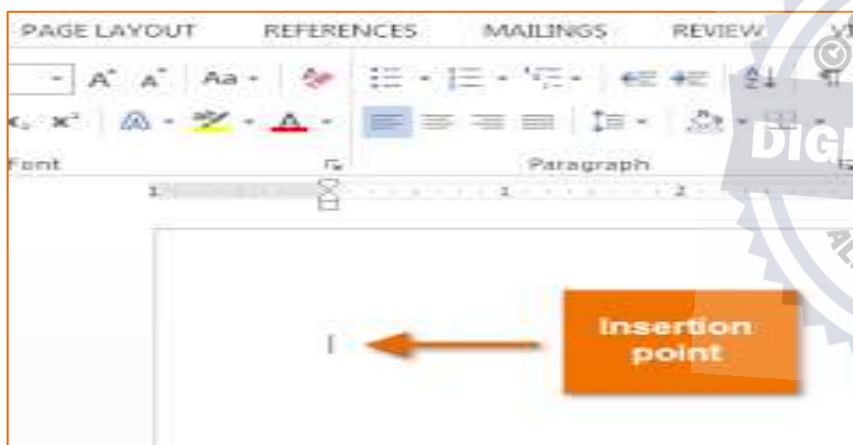
- First of all select the list in which you want to enter numbering.
- Then click on the Numbering icon on the Home tab.
- Now as soon as you enter, Word automatically adds the number to the next list.



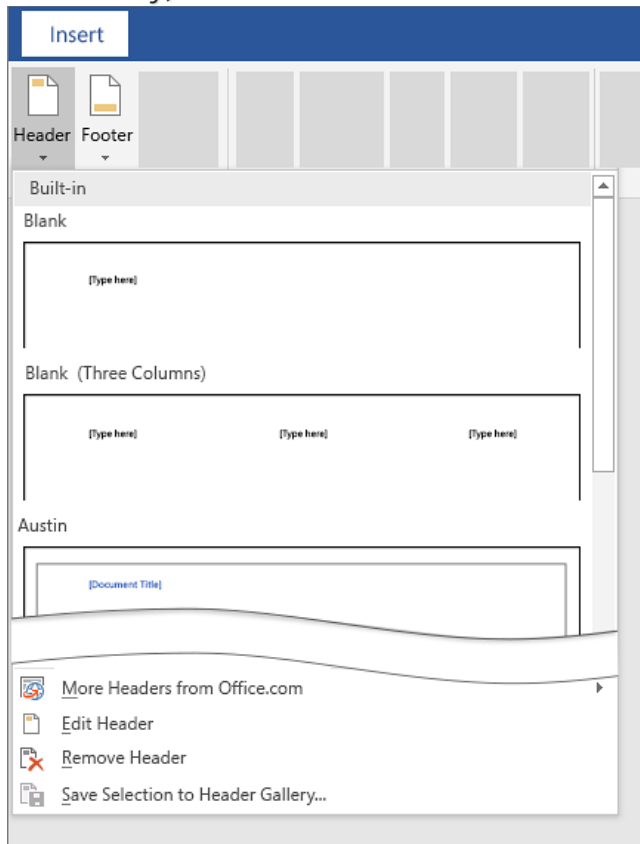
- Change Number Format
- You select the text of your list.
- Then click on the triangle icon on the right of the Numbering option.
- Here you can select the Numbering Library or click Define new number format.

How to Add Header and Footer in MS Word 2013

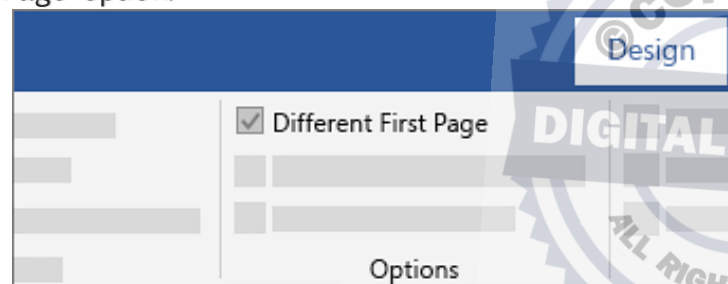
- First you go to the first page of your document and place the mouse cursor in the top margin.



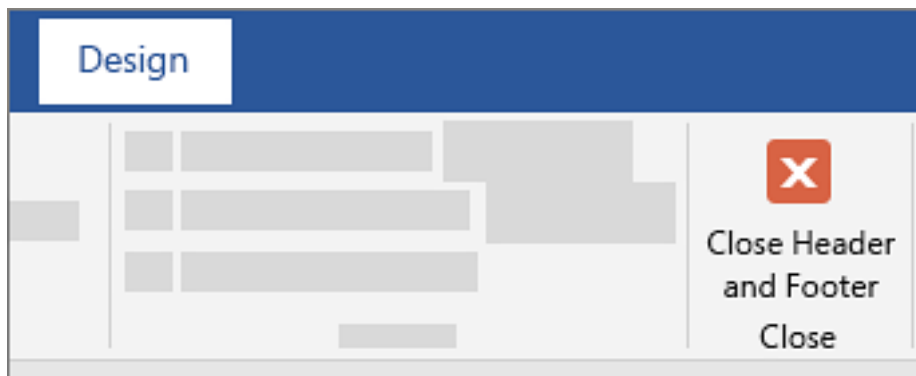
- After that click on the Insert tab, here you will see the Header and Footer option.
- And then select the built in layout and design option if you want to insert a header or footer manually, select Edit Header or Edit Footer.



- Whatever you want to repeat on the page of your document: Add it to the Header or Footer section on Page.
- If you do not want to have Header or Footer on the first page, then you should select the Different First Page option.

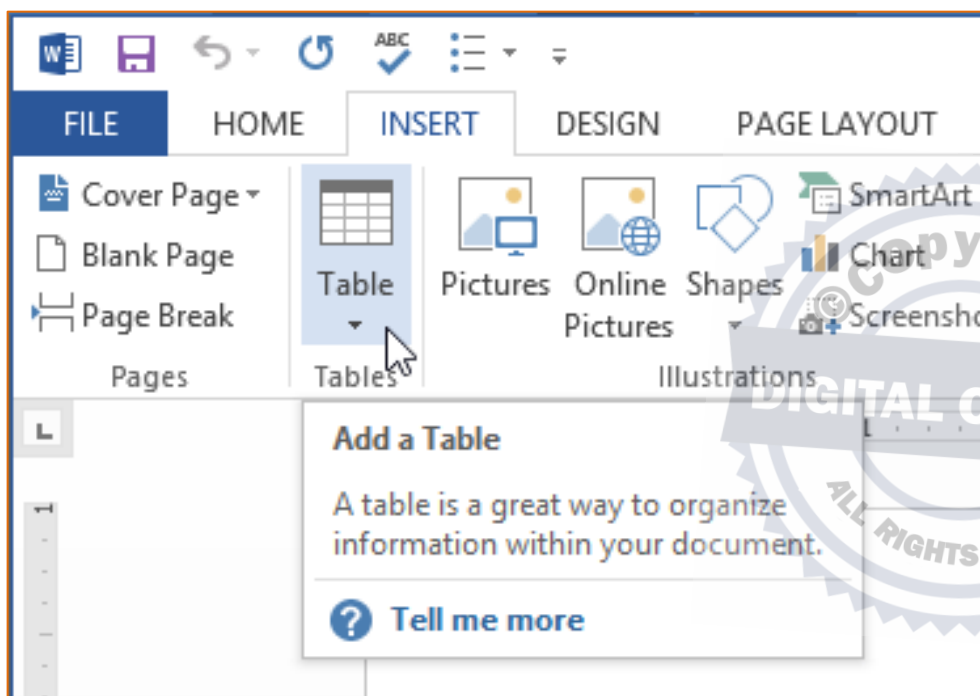


- When you're done, click on the Close Header and Footer button to close the Header and Footer.

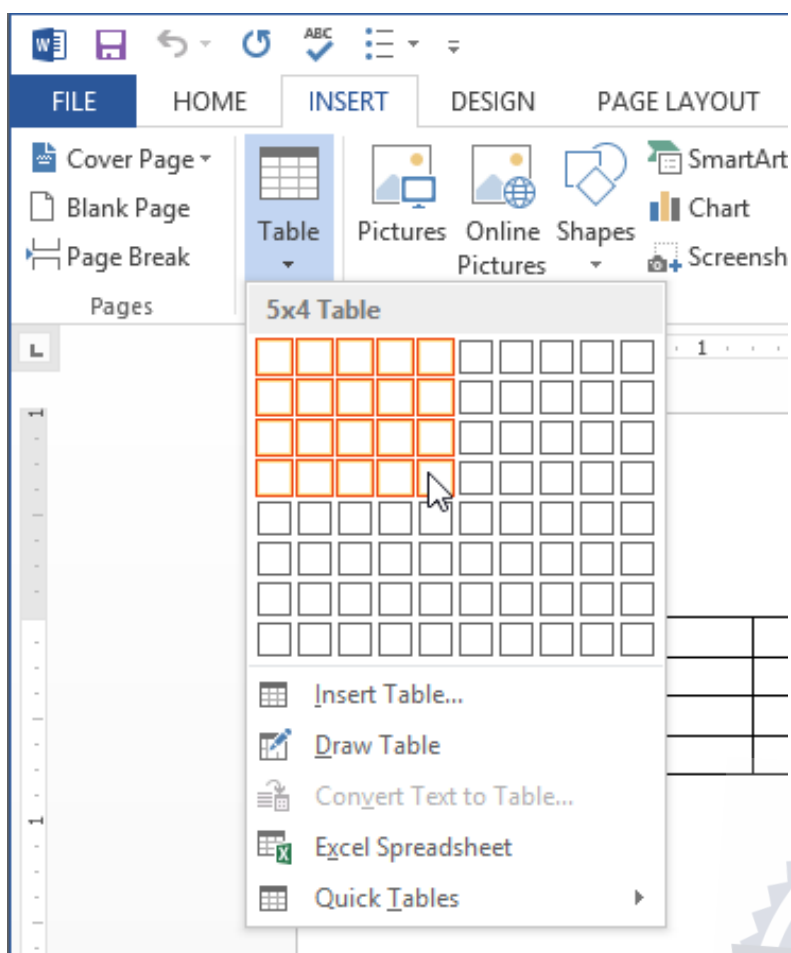


How To Insert Table in MS Word 2013

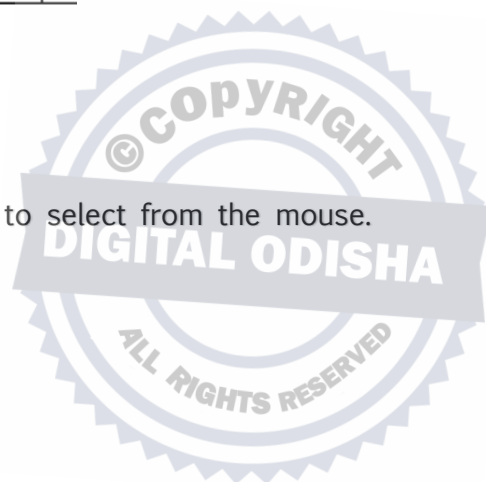
- There is a grid of cells arranged in Table Row and Column.
- Tables are useful for various tasks such as rendering text information and numerical data.
- In MS Word, you can create an empty table, convert text to table, and apply different Styles and Formats to existing tables.
- First, place the cursor in the place where you want to insert the table, then click on the Insert tab.
- Click Table Command.

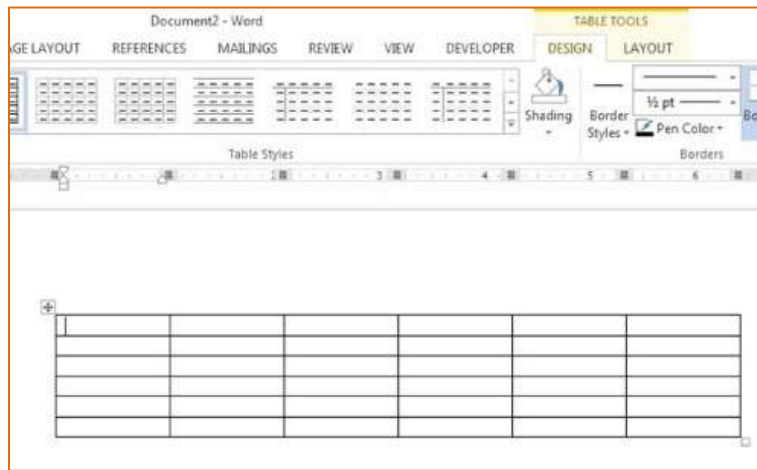


- A drop-down menu containing grid of sections will appear.
- To select the number of columns and rows in the table, rotate the mouse over the grid.

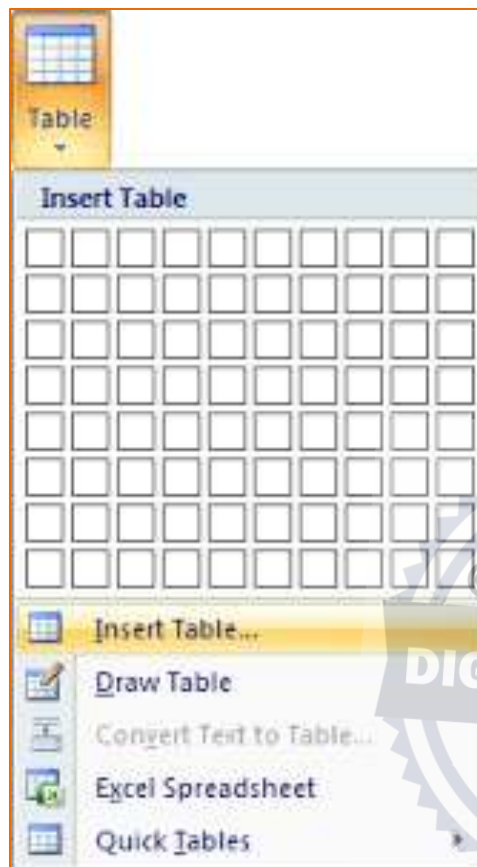


- Select the number of Row and Column you want to select from the mouse.
- By doing this, you will start seeing the table.





- To create a large table, or to customize a table, click on the Table option at the Insert Tab and then select Insert Table option.

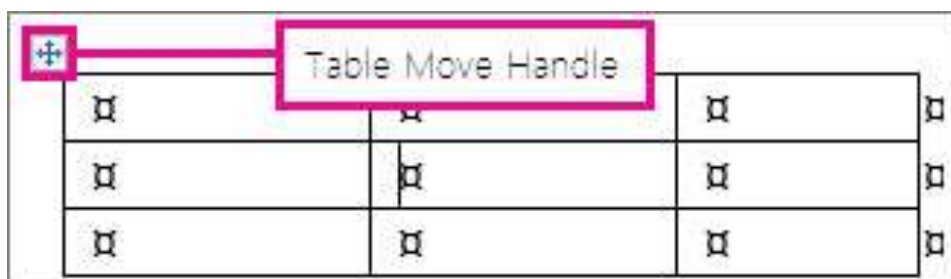


suggestion:

- If you already have text, you can change it in Table:
- Click on the Table option at the Insert Tab, then select Convert table to text option.
- You can also do Table Draw: Click on the Table option at the Insert Tab, then select Draw Table.

How to Delete Table in MS Word

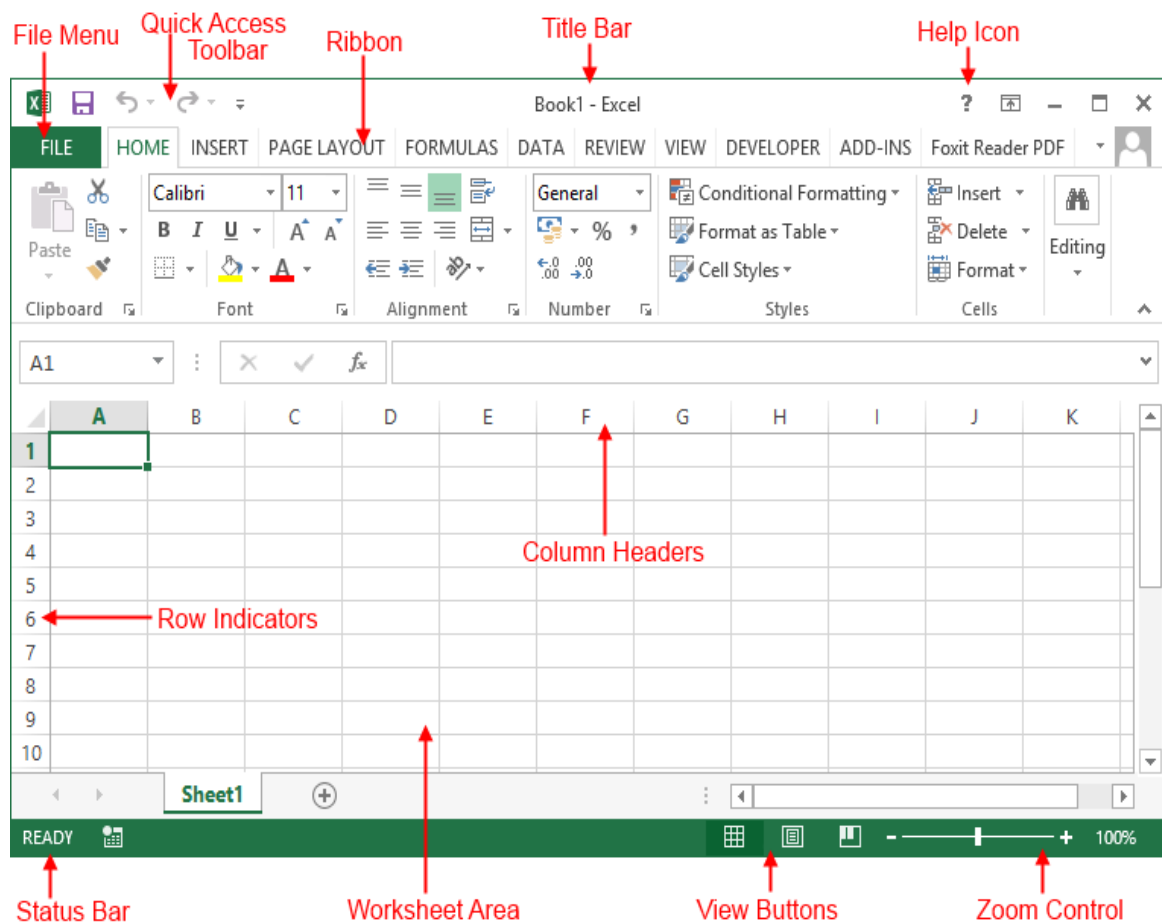
If you want to delete the table, click on the table move handle which appears outside the upper left corner of the cursor and press Backspace Key.



EXCEL 2013

- Excel 2013 is a spreadsheet program that allows you to store, organize, and analyze information.
- While you can assume that Excel is used only by some people to process complex data, anyone can easily learn ways to take advantage of the powerful features of the program.
- Whether you keep the budget, organizing a training log, or making an invoice, Excel makes it easy to work with different types of data.

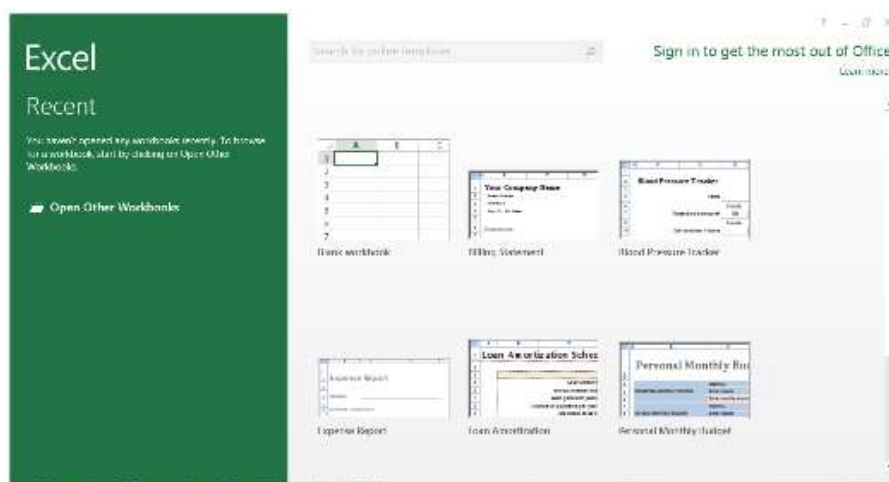




Features of MS Excel 2013

1. A New Look for Excel

- When you open Excel 2013, you will see a startup screen instead of a blank workbook.
- In the left pane, you will see the option to open additional files along with your recent documents.
- In the right pane, you can choose calendars, lists, and many other templates, as well as explore the library of Microsoft's online templates.
- If you are a long-time Excel user, this new landing page may be useful to you, but if startup is given priority, then it can be disabled.
- In addition, there is a new interface in the backstage view.
- Which gives you quick access to your data and file management options, including accessing your data.



2. Flash Fill

- Autofill feature in Excel is a big time saver, but perhaps the closest thing to magic in the workbook is the new Flash Fill feature that fills your work with you.
- As soon as Flash Fill detects a pattern in your data, it enters your remaining information together.
- For example, imagine that you have a column of contacts with First name and last name.
- In the old versions of Excel, you have to put a formula to separate the first name from the second column, but with the Flash Fill in MS Excel 2013, type the first name in the adjacent column.
- Repeat by typing the next first name in the row below and duplicates the pattern and formatting for the remaining data.
- This is one of the new features of MS Excel 2013.

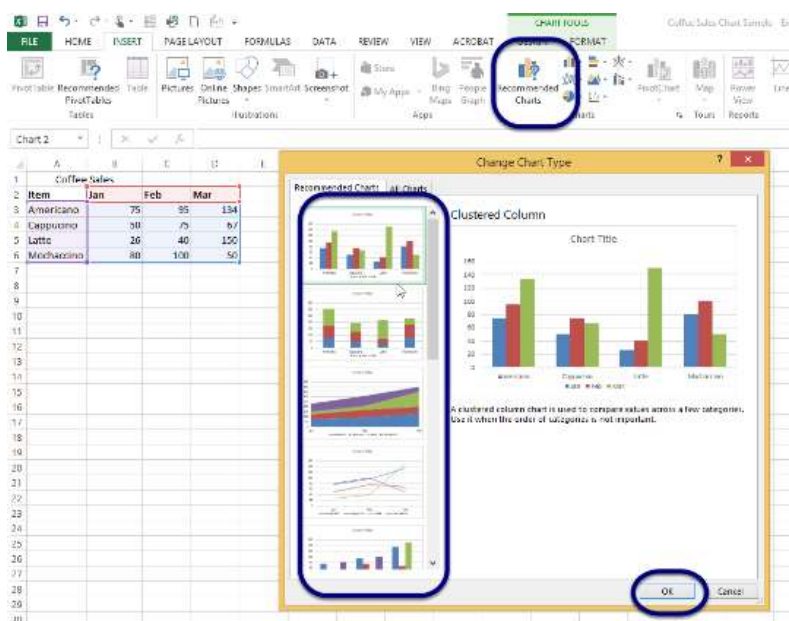


G	H
Supervisor ▾	Last Name ▾
Broccoli, Betty	Broccoli
Grape, Gina	Grape
Cilantro, Carrie	Cilantro
Melon, Mary	Melon
Banana, Bruce	Banana
Lettuce, Lola	Lettuce
Lime, Larry	Lime
Melon, Mary	Melon

3. Recommended Charts

- Many Excel users can not always choose the best chart type for their data.
- With the Recommended Charts feature, Excel displays a collection of suggested chart types for the selected data.
- You will see a preview of what your data looks like in different charts and then just select the result that displays your results.
- Although the Recommended Charts can help inexperienced users to create charts that explain the data and do not confuse the audience, it is an easy tool for all Excel users.



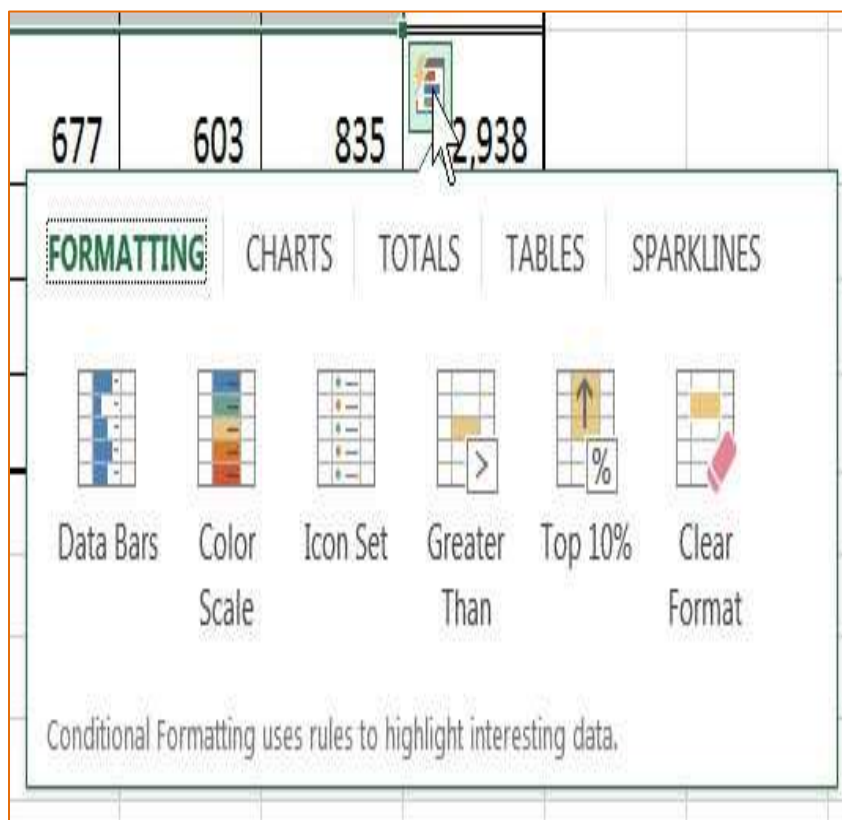


4. New Charting Tools

- In addition to the Recommended Charts feature, the Excel 2013 chart options have been given a new look with simplified chart tools ribbons and more robust chart options.
- A set of icons in Excel 2013 appears outside the upper right corner of the chart.
- To reveal additional chart formatting options, click any of these button-chart elements, chart styles or chart filters.
- Or select chart elements such as chart series, right-click, and choose the format from the pop-up menu.
- The new format Pane magically appears with the options that are prepared for the selected chart element.

5. Instant Data Analysis

The new Quick Analysis tool helps new and experienced Excel users find options to show data in the right ways. Simply select the data that you want to analyze, and then click on the Quick Analysis button (or press [Ctrl] + Q, which appears in the lower right corner of your selected data). For a conditional formatting, sparklines, tables or charts, preview your data and click on your choice.



6. Instant Answers with PivotTables

Excel Pivot Tables are powerful tools for analyzing, summarizing, and answering questions about your data, but some users find it difficult to make them. Recommended PivotTables option, you can create a perfect PivotTable with only one click.

7. Expanded Slicers

Slicer was introduced as an interactive method for filtering PivotTable data for the first time in Excel 2010. Now in Excel 2013, slicer can filter data in Excel table, query table, and other data tables. Easy to set up and use, Slicers show current filters so that you can clearly know which data you are viewing.

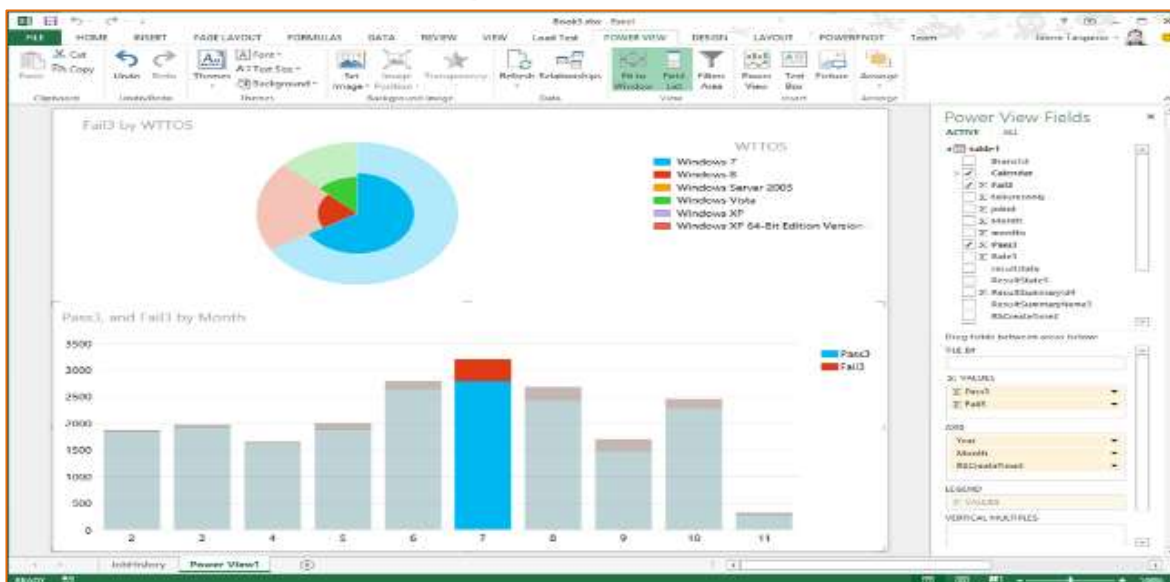
8. Timelines

- A timeline lets you filter records in pivot tables - it works like a slicer but you can filter by date.
- After creating a pivot table, adding a timeline is easy.
- First, select PivotTable and then select the contextual Analyze tab.

- From the filter group, click on the insert timeline. From the dialog box, check the date field you want to use and embed the timeline with PivotTable.
- To use the timeline, drag the scroll bar or click on the tile to filter your data with time increments.

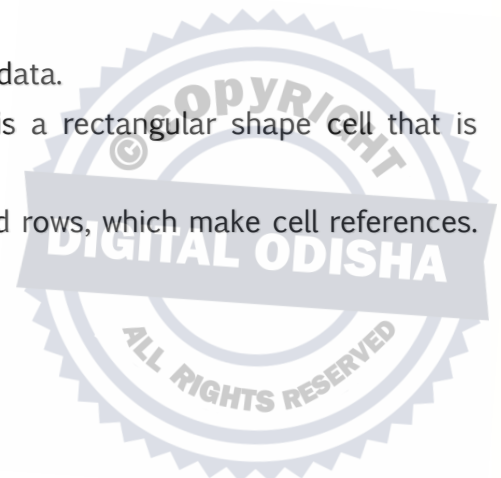
9. Power View

- The power view add-in available for earlier versions of Excel is now integrated into Excel 2013.
- Power View is often used by external data sources



What is a worksheet?

- Worksheet is used to store, efficientize and display data.
- The original storage unit for data in the worksheet is a rectangular shape cell that is arranged in grid pattern in each worksheet.
- The data is organized and organized into columns and rows, which make cell references. - like A1, B15.
- 1,048,576 rows per worksheet
- 16,384 Columns per Worksheet
- 17,279,869,80 Cells per Worksheet
- Google Sheets
- 256 columns per sheet

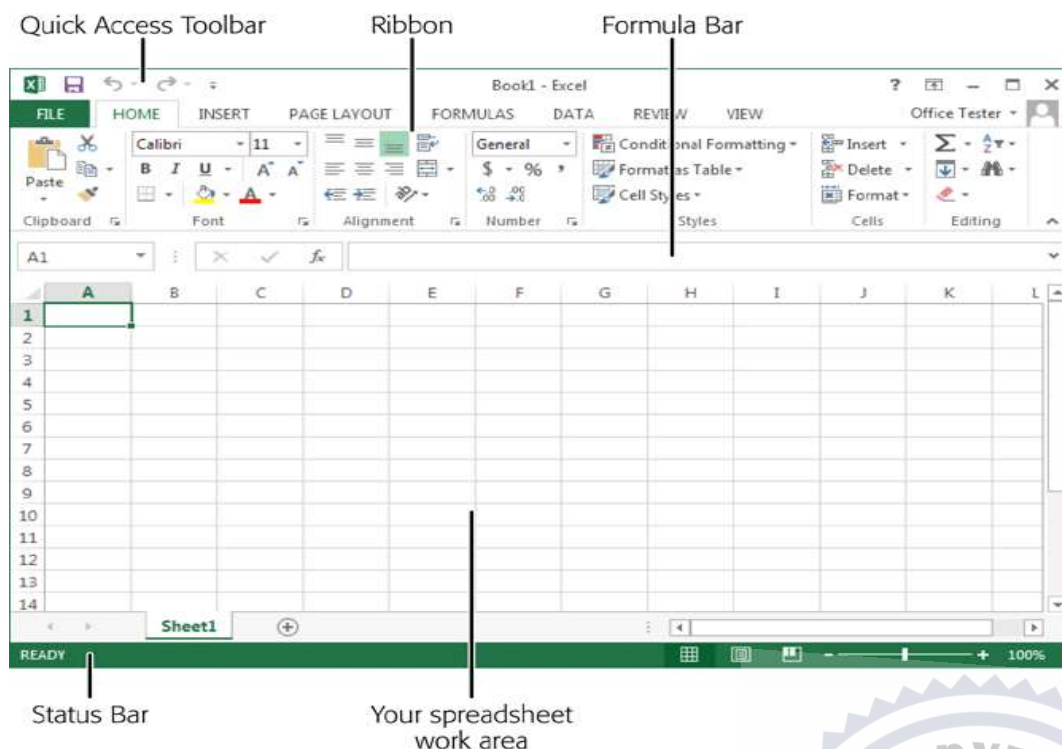


- The maximum number of cells for all worksheets in the file is 400,000
- 200 worksheets per spreadsheet file

Worksheet name

In both Microsoft Excel and Google Spreadsheets, each worksheet has the name.

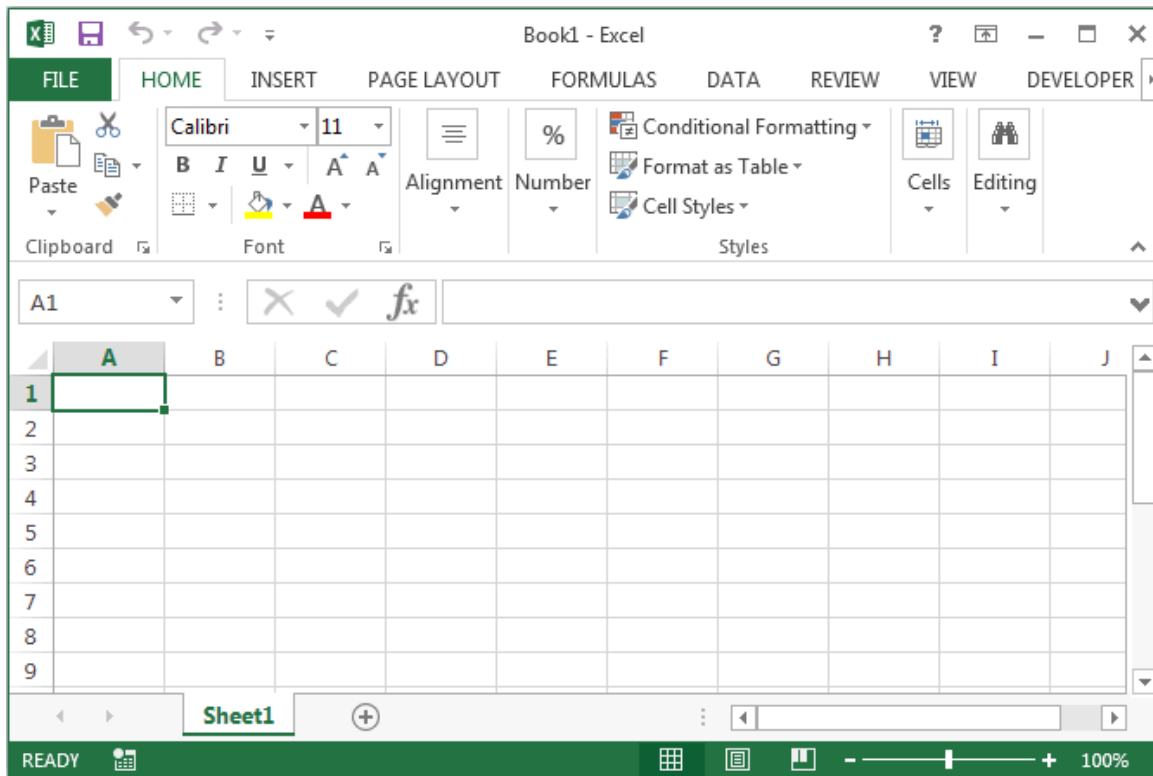
By default, worksheets are named Sheet1, Sheet2, Sheet3, and so on, but you can change these names.



What is a workbook?

- This is an Excel file.
- There are many worksheets inside. In which the data is stored.
- You can add worksheets to the workbook using the context menu or add sheet icon (plus sign) next to the current sheet tab.
- It is possible to remove or hide different worksheets in the workbook.
- To make it easier to identify individual sheets in a worksheet using the Context menu, different tab colors and worksheets can be changed in different worksheets.

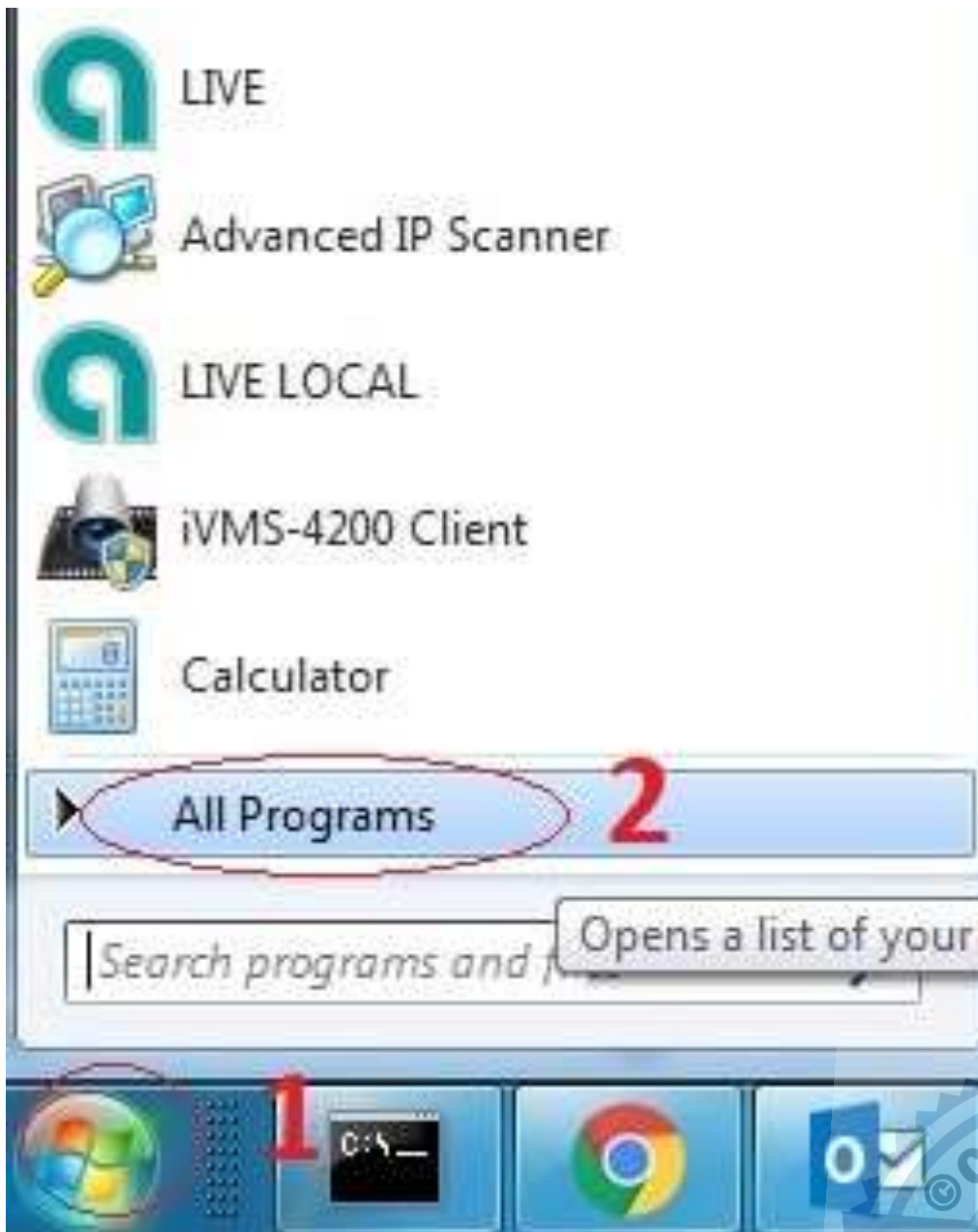
- Click on the sheet tab at the bottom of the screen to go from one worksheet to another worksheet.



How to Start MS Excel 2013

- To start MS Excel 2013-
- First click on the Start menu.
- Select All Programs.



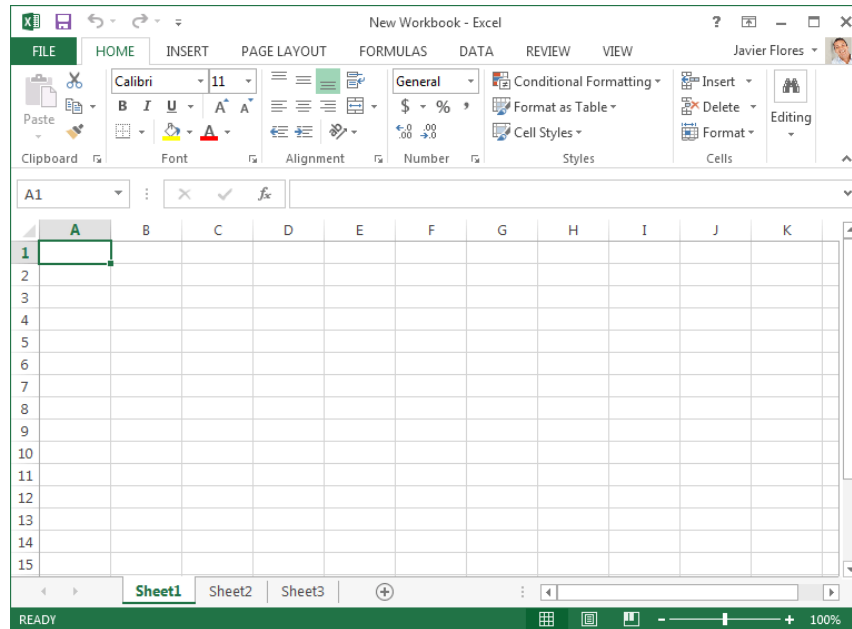


- Select Microsoft Office.
- Finally select Microsoft Excel 2013.

Excel Interface

- When you open Excel 2013 for the first time, the Excel Start screen will appear.
- From here, you can create a new workbook, choose a template and improve your workbook.

- From the Excel Start screen, select the Black Workbook option to access the Excel interface.

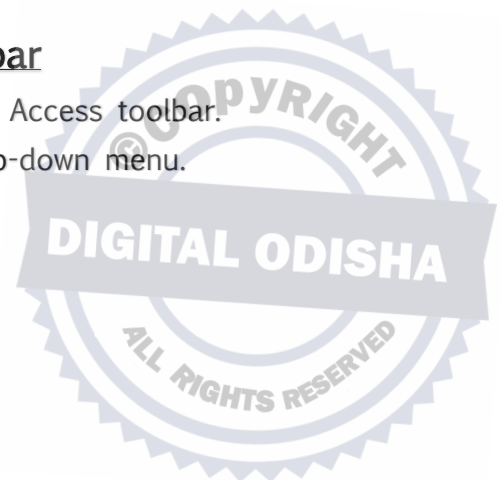


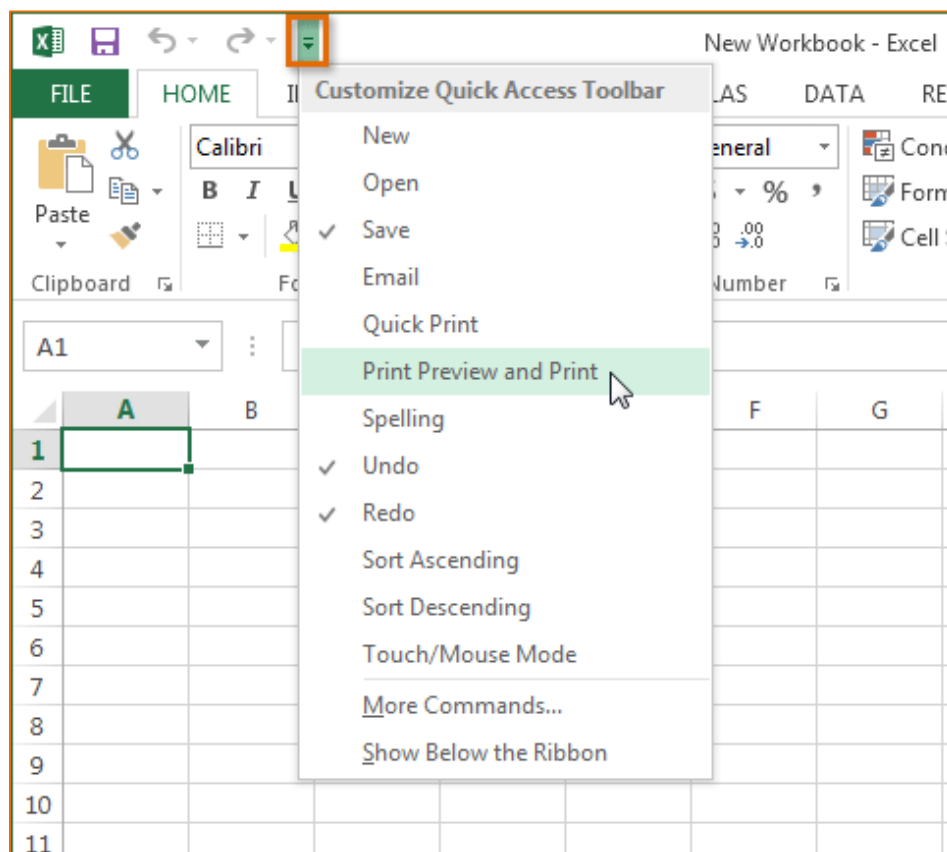
The Quick Access Toolbar

- The Quick Access toolbar, located just above the ribbon, lets you access the normal commands no matter what tab is selected.
- By default, Save, Undo and Repeat commands are provided in this.
- You can add other commands based on your convenience.

How to add commands to Quick Access Toolbar

- Click the drop-down arrow to the right of the Quick Access toolbar.
- Select the command you want to add from the drop-down menu.
- To select more commands, select More command.





- Command will be added to the Quick Access toolbar.

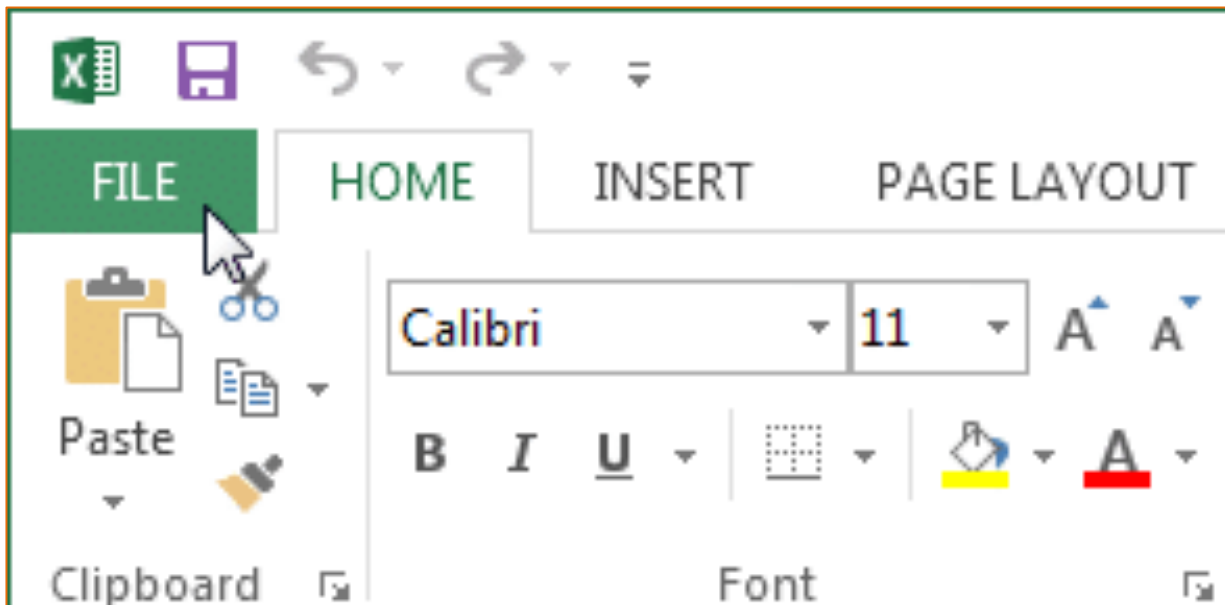
Backstage view

Backstage View provides you various options for Save, Open, Print and Share the file to your Workbook.

How To Use Backstage View

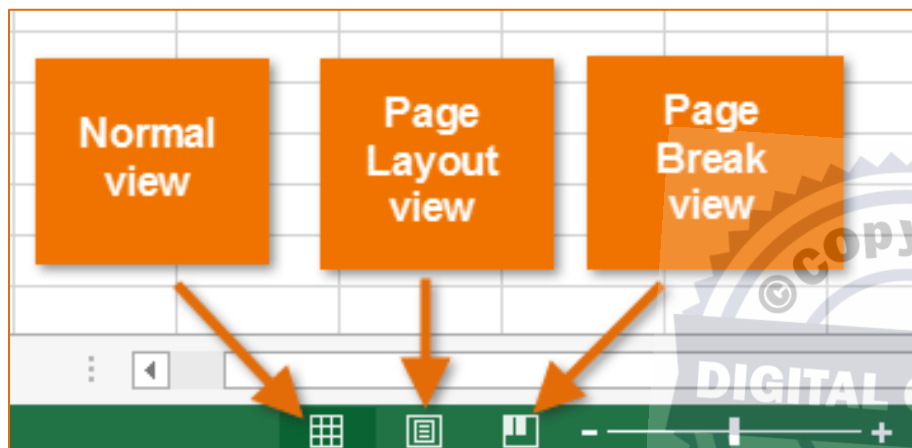
Click on File Tab on the ribbon. Backstage view will appear.





Worksheet views

- Excel 2013 has a variety of viewing options that display your workbook separately.
- You can choose to see any workbook in Normal view, Page Layout view, or Page Break view.
- These tasks can be useful for various tasks, especially if you are planning to print a spreadsheet.



- The Home Tab of MS Excel is divided into several groups.

- Each group has a work-related Buttons / Commands. You can use these buttons by pressing them with the mouse.
- Below we will tell you how many groups are there in the Home Tab? And what is the purpose of the tools available in each group?
- The names and groups of groups of Home Tab
- MS Excel has a total of 7 Groups in the Home Tab. They can be seen in the Screen Shot shown above.
- These groups are named Clipboard, Font, Alignment, Number, Styles, Cells and Editing, respectively.
- You are now familiar with Groups of Home Tab Let's now know the work of each group.

Clipboard

- Clipboard is a temporary storage. Which keeps Data or Copy saved by you.
- Unless you paste this data in any way. Until then, the data remains in the Excel Clipboard.
- When your system stops, Save Data also automatically becomes Empty in the clipboard.
- So, as long as your system keeps running.
- Only then can you use Save Data in Clipboard.

Font

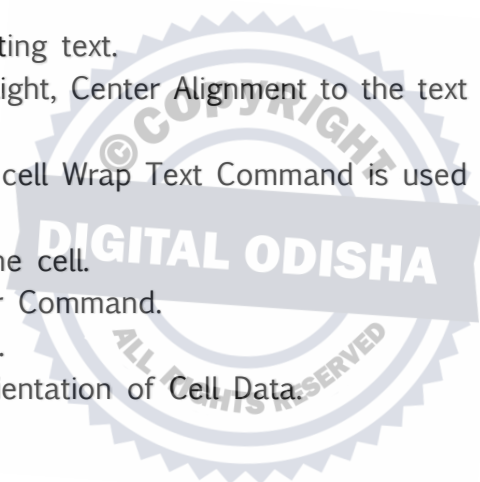
- You do the formatting of data even if the commands available in the Font Group.
- In this you have given commands to change font family, font size, font style etc.
- In addition to these commands, you can format the data of any MS Excel Sheet according to your own.

Alignment

- Alignment Group has commands related to writing text.
- Through these commands, you can give Left, Right, Center Alignment to the text you type in the cell.
- If you want to see the whole text in the same cell Wrap Text Command is used for this.
- And your text is being written in more than one cell.
- You can create a cell through Merge & Center Command.
- This will make all cells together to form a cell.
- Apart from these you can also change the Orientation of Cell Data.
- Orientation Command is used for this.

Number

- This group has commands to format numbers.



- Apart from the commands available in the Number Group, you can show numbers in the cells in various formats: General, Date Format, Accounting, Percentage etc.
- In addition, you can also show Decimal Format in Cells. Meaning you want to see how many Zero's after the point.

Styles

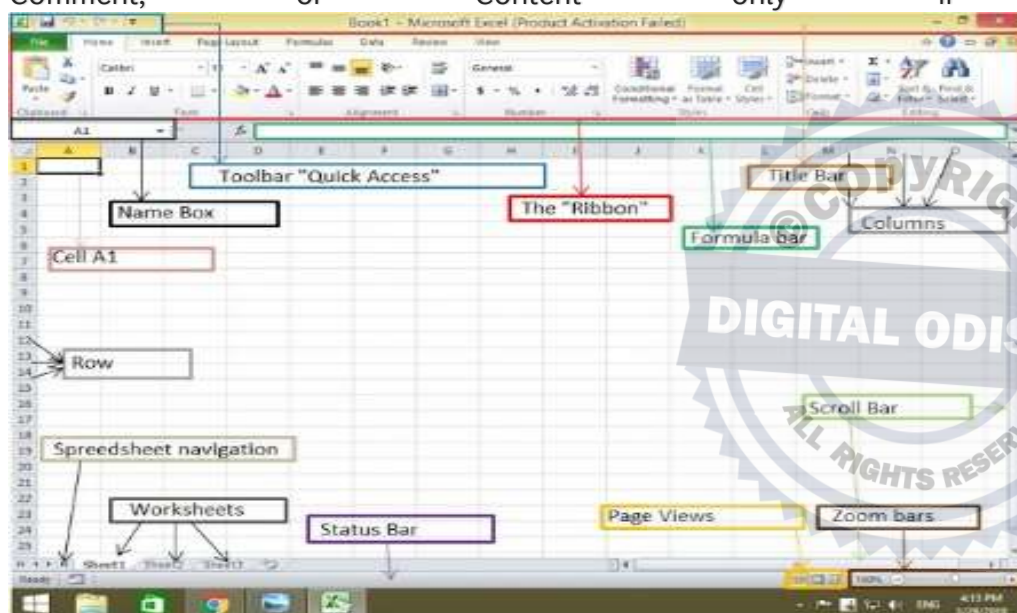
- Styles are used in this workbook by Workbooks.
- Styles Command has some made-up table and cell styles.
- These already have Font, Font Size, Font Color, Headings, etc. set.
- Whatever style you want to use Select it from here and use it for your data.
- If you want, you can create your own custom style for Table or Cell too.

Cells

- There are three commands in the Cells Group.
- Insert Command is used to insert Row, Column, Sheet and Table in Excel Sheet.
- You can do Row, Column, Table, Sheet Insert in Sheet by using this command.
- Delete Row, Column, Table, Sheet by Command

Editing

- There are 5 Commands in the Edit Group.
- With Auto Sum Command, you can see the sum of the available data in the Selected Cell, Average, Number Count, Max and Minimum Value.
- With Fill command you can fill left, right, up and down data available in the cell below.
- Clear Command is done to erase Cell Data. You can clear Cell Formatting, Comment, or Content only if yo



- Sort & Filter Command is used to sort the data in different formats.
- And any word / sentence available in MS Excel Sheet is searched by Find & Select Command. Replace command lets you type a different word in place of any word available in MS Excel Sheet.
- You only have to change the word once, and the word is replaced by another word. And the available text of the Select Command can be selected together in the document.
- The MS Excel window is divided into several parts. Which is shown along with a name in the picture above through a line.
- Let's know each part of the MS Excel window in sequence.

All the tools available in MS Excel Window

1. Office Button

- Office Button is a major part of MS Excel. This button is in the menu bar.
- This button has several options for creating a file or spreadsheet in MS Excel.

2. Quick Access Toolbar

- Quick Access Toolbar is a special part of MS Excel.
- This toolbar is in the Title bar.
- We use it as a shortcut.
- Most toolbars are added to this toolbar and they are added to it.
- With the help of the Quick Access Toolbar, MS Excel works in a little bit faster.

3. Title bar

- Title bar is the topmost part of the MS Excel window.
- This time the name of the file created in MS Excel is displayed.
- Unless the file is saved, the name of the file is not shown and "Book1" is written there.
- As soon as we save the file with a name, the file name is shown in place of "Book1".
- There are three buttons in the right corner of the Title Bar.
- In these three buttons, the first button is "Minimize", clicking on which comes in the Open Program Task Bar.
- The second button is "Maximize or Restore Down". This button works to reduce or decrease the width of the window.
- And the third button is "Close Button", which acts as a closing of the program.

4. Ribbon

- Ribbon is another part of the MS Excel window.

- It is below the Menu Bar.
- The red part is the Ribbon in the MS Excel window shown in this text.
- This section shows options for MS Excel Tabs (which are in the Options menu bar).

5. Menu Bar

- The Menu Bar is under the title bar in Excel in Excel.
- It can also speak the Tab Bar because they are now called tabs.
- There are many options in the Menu Bar and each one has its own Ribbon.

6. Name Box

Name Box In MS Excel there is a box in the bottom left corner of the Ribbon. The name of Sheet Cell is displayed in this box and we can search for it by entering the cell's name in it.

7. Formula bar

Formula Bar is located next to the Name Box in the bottom left corner of Ribbon in MS Excel. MS Excel Formulas is written at this time

8. Status Bar

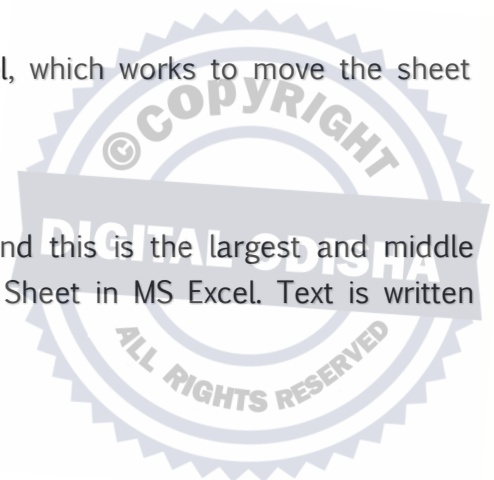
- Status bar is just below the text area in MS Excel.
- This time there is a tool called "Zoom Level", which lets Sheet zoom in and zoom out.
- Apart from this, many tools happen in this time, like; Language, Word Count, Page Number etc.

9. Scroll Bar

- Scroll Bar is a vertical and vertical bar in MS Excel, which works to move the sheet up-down and right-to-left.

10. Text Area

Text Area is the most important part of MS Excel. And this is the largest and middle part of the MS Excel window. The text area is called Sheet in MS Excel. Text is written in this area.



10 EXCEL FUNCTION

SUM-

The first Excel function you should be familiar with is the one that performs the basic arithmetic operation of addition:

SUM(*number1*, [*number2*], ...)

In the syntax of all Excel functions, an argument enclosed in [square brackets] is optional, other arguments are required. Meaning, your Sum formula should include at least 1 number, reference to a cell or a range of cells. For example:

=SUM(A2:A6) - adds up values in cells A2 through A6.

=SUM(A2, A6) - adds up values in cells A2 and A6.

=SUM(A2:A6)/5 - adds up values in cells A2 through A6, and then divides the sum by 5.

In your Excel worksheets, the formulas may look something similar to this:

	A	B	C	D	E
1	Data		Sum formulas		
2	1		15	=SUM(A2:A6)	
3	2		3	=SUM(A2:A6)/5	
4	3				
5	4				
6	5				

AVERAGE

The Excel AVERAGE function does exactly what its name suggests, i.e. finds an average, or arithmetic mean, of numbers. Its syntax is similar to SUM's:

AVERAGE(*number1*, [*number2*], ...)

Having a closer look at the last formula from the previous section (=SUM(A2:A6)/5), what does it actually do? Sums values in cells A2 through A6, and then divides the result by 5. And what do you call adding up a group of numbers and then dividing the sum by the count of those numbers? Yep, an average!

So, instead of typing =SUM(A2:A6)/5, you can simply put =AVERAGE(A2:A6)

	A	B	C	D	E
1	Data		Average formulas		
2	1		3	=SUM(A2:A6)/5	
3	2		3	=AVERAGE(A2:A6)	
4	3				
5	4				
6	5				

MAX and MIN

The MAX and MIN formulas in Excel get the largest and smallest value in a set of numbers, respectively. For our sample data set, the formulas will be as simple as:

=MAX(A2:A6)

=MIN(A2:A6)

	A	B	C	D	E
1	Data		Max & Min formulas		
2	1		5	=MAX(A2:A6)	
3	2		1	=MIN(A2:A6)	
4	3				
5	4				
6	5				

COUNT

If you are curious to know how many cells in a given range contain numeric values (numbers or dates), don't waste your time counting them by hand. The Excel COUNT function will bring you the count in a heartbeat:

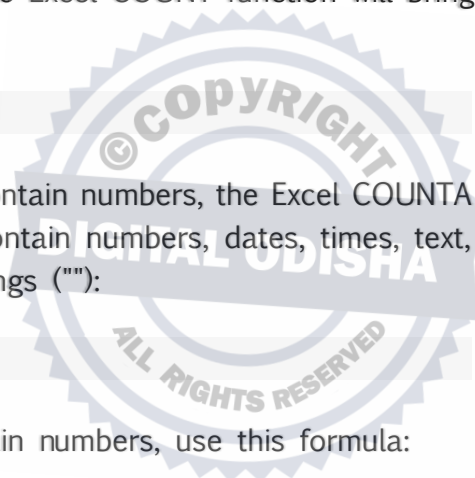
MAX & MIN COUNT(value1, [value2], ...)

While the COUNT function deals only with those cells that contain numbers, the Excel COUNTA function counts all cells that are not blank, whether they contain numbers, dates, times, text, logical values of TRUE and FALSE, errors or empty text strings (""):

COUNTA (value1, [value2], ...)

For example, to find out how many cells in column A contain numbers, use this formula:

=COUNT(A:A)



To count all non-empty cells in column A, go with this one:

`=COUNTA(A:A)`

In both formulas, you use the so-called "whole column reference" (A:A) that refers to all of the cells within column A.

The following screenshot shows the difference:

	A	B	C	D	E
1	Data		Count & Counta formulas		
2	1		5	<code>=COUNT(A:A)</code>	
3	2		7	<code>=COUNTA(A:A)</code>	
4	3				
5	4				
6	5				
7	apple				

IF-

Judging by the number of IF-related comments on our blog, it's the most popular function in Excel. In simple terms, you use an IF formula to ask Excel to test a certain condition and return one value or perform one calculation if the condition is met, and another value or calculation if the condition is not met:

`IF(logical_test, [value_if_true], [value_if_false])`

For example, the following IF statement instructs Excel to check the value in A2 and return "OK" if it's greater than or equal to 3, "Not OK" if it's less than 3:

`=IF(A2>=3, "OK", "Not OK")`

=IF(A2>=3, "OK", "Not OK")

	A	B	C
1	Data		If formula
2	1		Not OK
3	2		Not OK
4	3		OK
5	4		OK
6	5		OK

TRIM

There are several ways to remove unwanted spaces in Excel, with the TRIM function being the easiest one:

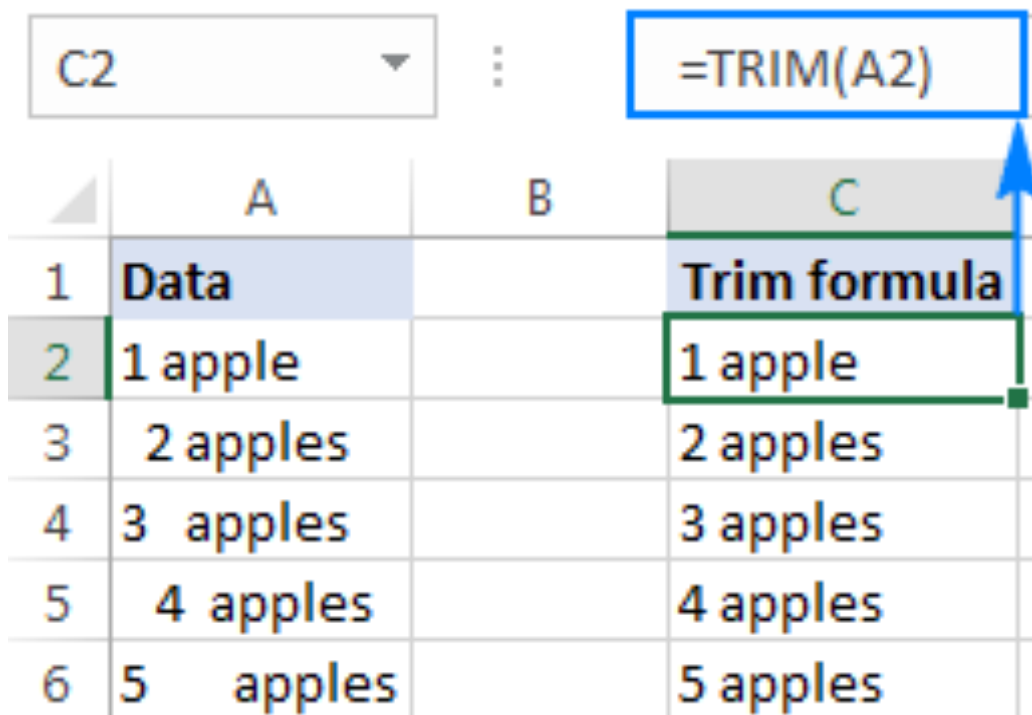
TRIM(text)

For example, to trim extra spaces in column A, enter the following formula in cell A1, and then copy it down the column:

=TRIM(A1)



It will eliminate all extra spaces in cells but a single space character between words:



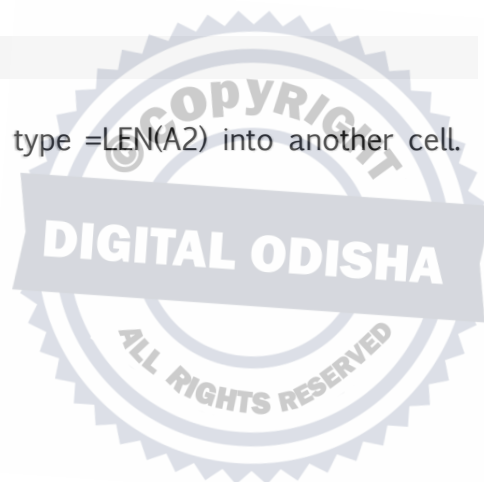
	A	B	C
1	Data		Trim formula
2	1 apple		1 apple
3	2 apples		2 apples
4	3 apples		3 apples
5	4 apples		4 apples
6	5 apples		5 apples

LEN

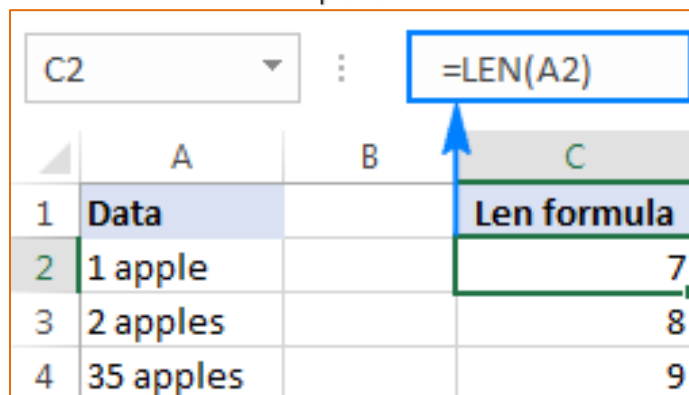
Whenever you want to know the number of characters in a certain cell, LEN is the function to use:

LEN(text)

Need to find out how many characters are in cell A2? Just type =LEN(A2) into another cell.



Please keep in mind that the Excel LEN function counts absolutely all characters including spaces:



	A	B	C
1	Data		Len formula
2	1 apple		7
3	2 apples		8
4	35 apples		9

AND & OR

These are the two most popular logical functions to check multiple criteria. The difference is how they do this:

- AND returns TRUE if all of the conditions are met, FALSE otherwise.
- OR returns TRUE if any of the conditions is met, FALSE otherwise.

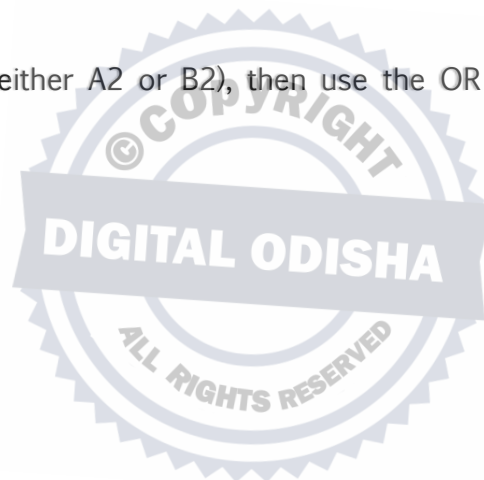
While rarely used on their own, these functions come in very handy as part of bigger formulas.

For example, to check the quantity in 2 columns and return "Good" if both values are greater than zero, you use the following IF formula with an embedded AND statement:

```
=IF(AND(A2>0, B2>0), "Good", "")
```

If you are happy with just one value being greater than 0 (either A2 or B2), then use the OR statement:

```
=IF(OR(A2>0, B2>0), "Good", "")
```



D2	:	=IF(AND(A2>0, B2>0), "Good", "")	=IF(OR(A2>0, B2>0), "Good", "")				
	A	B	C	D	E	F	G
1	Value 1	Value 2		AND	OR		
2	1	1		Good	Good		
3	2	0			Good		
4	3	3		Good	Good		
5	0	0					
6	5	5		Good	Good		
7	6	0			Good		

CONCATENATE

In case you want to take values from two or more cells and combine them into one cell, use the concatenate operator (&) or the CONCATENATE function:

CONCATENATE(text1, [text2], ...)

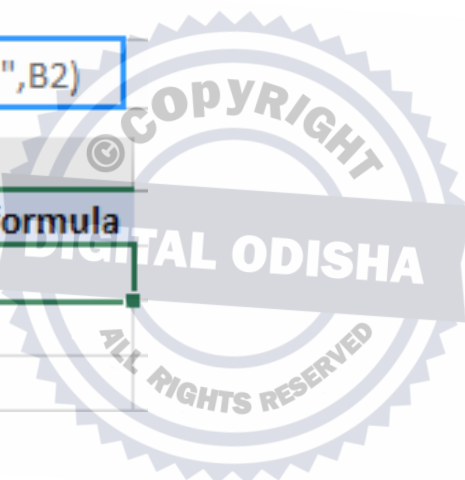
For example, to combine the values from cells A2 and B2, just enter the following formula in a different cell:

=CONCATENATE(A2, B2)

To separate the combined values with a space, type the space character (" ") in the arguments list:

=CONCATENATE(A2, " ", B2)

D2				=CONCATENATE(A2," ",B2)
	A	B	C	D
1	Qty.	Item		Concatenate formula
2	1	apple		1 apple
3	2	oranges		2 oranges
4	3	cherries		3 cherries



TODAY & NOW

To see the current date and time whenever you open your worksheet without having to manually update it on a daily basis, use either:

=TODAY() to insert the today's date in a cell.

=NOW() to insert the current date and time in a cell.

The beauty of these functions is that they don't require any arguments at all, you type the formulas exactly as written above.

	A	B	C
1	Today's date	Wednesday, May 24, 2017	=TODAY()
2	Current date & time	05/24/2017 14:30	=NOW()

1) What is Microsoft Excel?

Microsoft Excel is an electronic spreadsheet application that enables users to store, organize, calculate and manipulate the data with formulas using a spreadsheet system broken up by rows and columns. It also provides the flexibility to use an external database to do analysis, make reports, etc. thus saving lots of time.

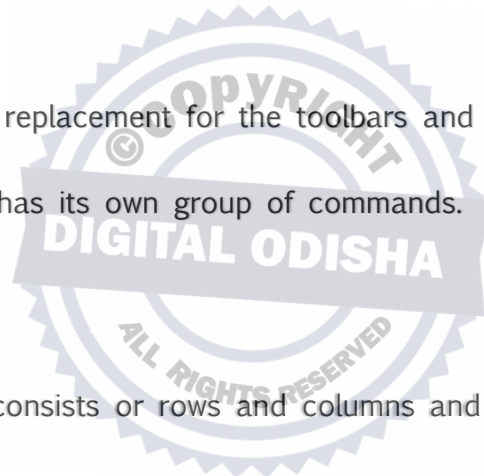
2) What is ribbon?

- Ribbon refers to the topmost area of the application that contains menu items and toolbars available in MS-Excel.
- Ribbon can be shown/hidden using CTRL+F1.
- The ribbon runs on the top of the application and is the replacement for the toolbars and menus.
- The ribbons have various tabs on the top, and each tab has its own group of commands.

3) Explain Spreadsheet and its Basics.

Spreadsheet can be compared to a paper ledger sheet. It consists of rows and columns and their intersection called cells.

4) How many data formats are available in Excel? Name some of them.



Eleven data formats are available in Microsoft Excel for data Storage. Example:

- Number – Stores data as a number
- Currency – Stores data in the form of currency
- Date – Data is stored as dates
- Percentage – Stores numbers as a percentage
- Text Formats – Stores data as string of texts

5) Specify the order of operations used for evaluating formulas in Excel.

The order of operations in Microsoft Excel is same as in standard mathematics. It's defined by the term "PEMDAS" or "BEDMAS".

- Parentheses or Brackets
- Exponent
- Multiplication
- Division
- Addition
- Subtraction

6) How can you wrap the text within a cell?

You must select the text you want to wrap, and then click wrap text from the home tab and you can wrap the text within a cell.

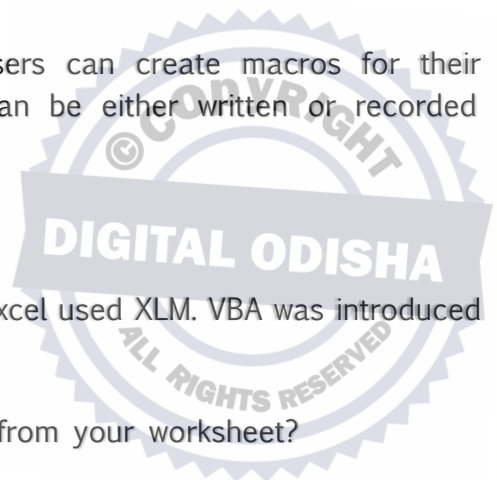
7) Explain Macro in MS-Excel.

Macros are used for iterating over a group of tasks. Users can create macros for their customized repetitive functions and instructions. Macros can be either written or recorded depending on the user.

8) Which are the two macro languages in MS-Excel?

XLM and VBA (Visual Basic Applications). Earlier versions of Excel used XLM. VBA was introduced in Excel 5 and mostly used now.

9) Is it possible to prevent someone from copying the cell from your worksheet?



Yes, it is possible. To protect your worksheet from getting copied, you need to go into Menu bar >Review > Protect Sheet > Password. By entering a password, you can secure your sheet from getting copied by others.

10) What are charts in MS-Excel?

To enable graphical representation of the data in Excel, charts are provided. A user can use any chart type, including column, bar, line, pie, scatter, etc. by selecting an option from Insert tab's Chart group.

11) How can you sum up the Rows and Column number quickly in the Excel sheet?

By using SUM function, you can get the total sum of the rows and columns, in an Excel worksheet.

12) Explain few useful functions in Excel.

Following are the functions available in Excel for manipulating the data:

- Math and Financial Functions – SQRT, DEGREE, RAND(), GCD
- Logical Functions – IF, AND, FALSE, TRUE
- Date and Time functions – NOW(), DATEVALUE(), WEEKDAY(NOW())
- Index Match – VLOOKUP and INDEX MATCH
- Pivot tables

13) What does a red triangle at the top right of a cell indicate?

The red triangle indicates that some comment is associated with the cell. Hover the mouse over it, and you can read the full comment.

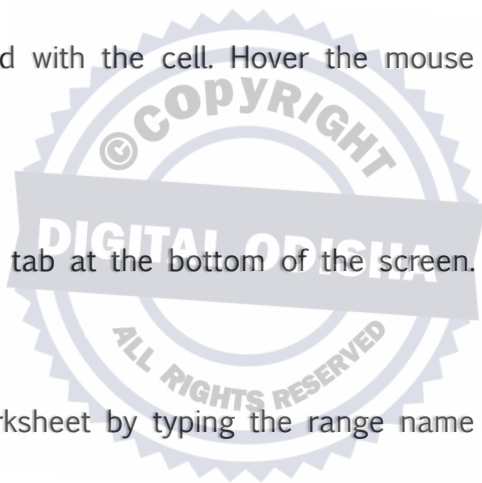
14) How can you add a new Excel worksheet?

To add a new Excel worksheet, you should insert worksheet tab at the bottom of the screen.

15) What is the use of NameBox in MS-Excel?

Name Box is used to return to a particular area of the worksheet by typing the range name or cell address in the name box.

16) How can you resize the column?



To resize the column, you should change the width of one column and then drag the boundary on the right side of the column heading till the width you want. The other way of doing it is to select the Format from the home tab, and in Format you have to select AUTOFIT COLUMN WIDTH under cell section. On clicking on this, the cell size will get formatted.

17) Explain pivot tables and its uses.

A pivot table is a tool that allows for quick summarization of large data. It automatically performs a sort, count, total or average of the data stored in the spreadsheet and displays result in another spreadsheet. It saves a lot of time. Allows to link external data sources to our Excel.

18) What are three report formats that are available in Excel?

Following are the types of report formats

- Compact
- Report
- Tabular

19) How would you provide a Dynamic range in "Data Source" of Pivot Tables?

To provide a dynamic range in "Data Source" of Pivot tables, first, create a named range using offset function and base the pivot table using a named range created in the first step.

20) Is it possible to make Pivot table using multiple sources of data?

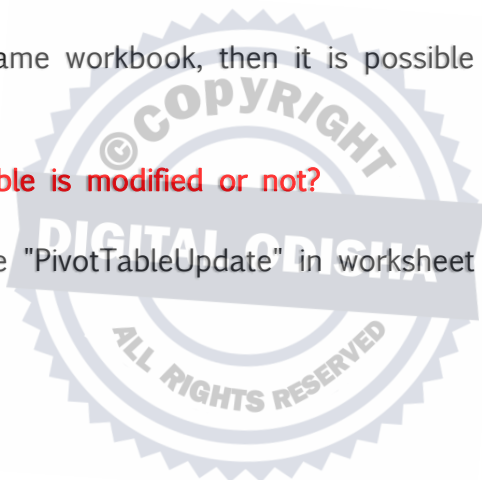
If the multiple sources are different worksheets, from the same workbook, then it is possible to make Pivot table using multiple sources of data.

21) Which event do you use to check whether the Pivot Table is modified or not?

To check whether the pivot table is modified or not we use "PivotTableUpdate" in worksheet containing the pivot table.

22) How can you disable automatic sorting in pivot tables?

To disable automatic sorting in pivot tables:



Go To > More Sort Options > Right Click 'Pivot tables' > Select 'sort menu' > select 'More Options' > deselect 'Sort automatically'.

23) What is Freeze Panes in MS-Excel?

To lock any row or column, freeze panes is used. The locked row or column will be visible on the screen even after we scroll the sheet vertically or horizontally.

24) What could you do to stop the pivot table from losing the column width upon refreshing?

Format loss in a pivot table can be stopped simply by changing the pivot table options. Under the "Pivot Table Options" turn on the "Enable Preserve Formatting" and disable "Auto Format" option.

25) Explain workbook protection types in Excel.

Excel provides three ways to protect a workbook:

- Password protection for opening a workbook
- Protection for adding, deleting, hiding and unhiding sheets
- Protection from changing size or position of windows.

26) Explain the difference between SUBSTITUTE and REPLACE function in MS-Excel?

The SUBSTITUTE function substitutes one or more instances of old text with the new text in a string.

Syntax: SUBSTITUTE(text, oldText, newText, [instanceNumber])

Example: Let text at A2 be Guru99,Guru99

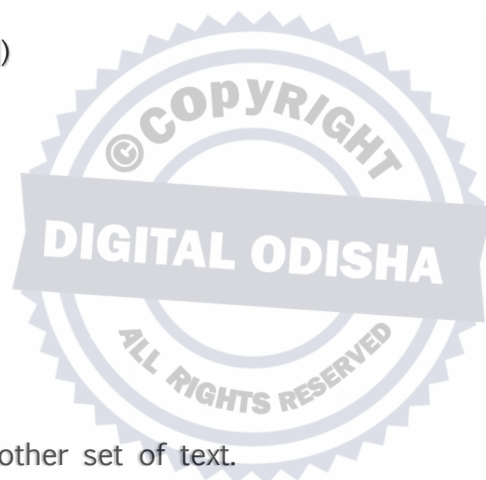
SUBSTITUTE(A2,"9","8",1) =>Guru89,Guru99

SUBSTITUTE(A2,"9","8",2) =>Guru88,Guru99

SUBSTITUTE(A2,"9","9") =>Guru99,Guru99

The REPLACE function swaps part of the text string with another set of text.

Syntax: REPLACE(oldText, startNumber, NumberCharacters, newText)



Example: Let text at A2 be Guru99

REPLACE(A2,5,1,"00") =>Guru009

27) Difference between COUNT, COUNTA, COUNTIF and COUNTBLANK in Ms-Excel.

COUNT is used to count cells containing numbers, dates, etc. any value stored as number excluding blanks.

COUNTA or Count All is used to count any cell value containing numbers, text, logical values, etc. any type of value excluding blanks.

COUNTBLANK count blank cells or cells with an empty string.

COUNTIF and COUNTIFS count cells matching a certain criteria.

28) What is IF function in Excel?

To perform the logic test IF function is performed. It checks whether certain conditions is true or false. If the condition is true, then it will give result accordingly if the condition is false then the result or out-put will be different.

Example: For example, you select the cell, and you want to display that cell as "Greater than five," when value is true ($=5$ or 5) and "less than five" when value is false (<5). For that by using IF condition you can display result.

=IF (Logical test, value if true, value if false)

=IF (A1>5, "Greater than five, "Less than five")

29) Can we create shortcuts to Excel functions?

Yes. 'Quick Access Toolbar' above the home button can be customized to display most frequently used shortcuts.

30) What is the use of LOOKUP function in Excel?

In Microsoft Excel, the LOOKUP function returns a value from a range or an array.

31) How can you apply the same formatting to every sheet in a workbook in MS-Excel?



Right Click 'Worksheet tab' > Choose 'Select All Sheets'. Now any formatting done will be applied to the whole workbook. To apply to a particular group of sheets, select only those sheets that need formatting.

32) What are left, right, fill and distributed alignments?

Left /Right alignment align the text to left and right most of the cell.

Fill as the name suggests, fill the cell with same text repetitively.

Distributed, spread the text across the width of the cell.

LEFT	FILL	DISTRIBUTED
Ab	Abababababababab	a b
A	Aaaaaaaaaaaaaaaaaa	A

33) To move to the previous worksheet and next sheet, what keys will you press?

To move to the previous worksheet, you will use the keys Ctrl + PgUp, and to move to the next sheet you will use keys Ctrl + PgDown.

34) What filter will you use, if you want more than two conditions or if you want to analyze the list using database function?

You will use Advanced Criteria Filter, to analyze the list or if more than two conditions should be tested.

35) What is the quick way to return to a particular area of a worksheet?

The quick way to return to a specific area of the worksheet is by using name box. You can type the cell address or range name in name box to return to a specific area of a worksheet.

36) Which function is used to determine the day of the week for a date?

WEEKDAY () returns the day of the week for a particular date counting from Sunday.

Example: Let date at A1 be 12/30/2016

WEEKDAY(A1,1) =>6

37) What is the benefit of using formula in Excel sheet?

Calculating the numbers in Excel sheet, not only help you to give the final 'sum up' of the number but, it also calculates automatically the number replaced by another number or digit. Through Excel sheet, the complex calculations become easy like payroll deduction or averaging the student's result.

38) What is the "What If" condition in Excel formulas?

The "What If" condition is used to change the data in Microsoft Excel formulas to give different answers.

Example: You are buying a new car and want to calculate the exact amount of tax that will be levied on it then you can use the "What If" function. For instance, there are three cells A4,B4, and C4. First cell says about the amount, the second cell will tell about the percentage (7.5%) of tax and the final cell will calculate the exact amount of tax.

39) How can you disable the automating sorting in pivot tables?

To disable the automating sorting in pivot tables,

Go to > "More Sort Options"> Right Click "Pivot table" > Select "Sort" menu > Select "More Options" > Deselect the "Sort automatically when the report is created."

40) What is the AND function does in Excel?

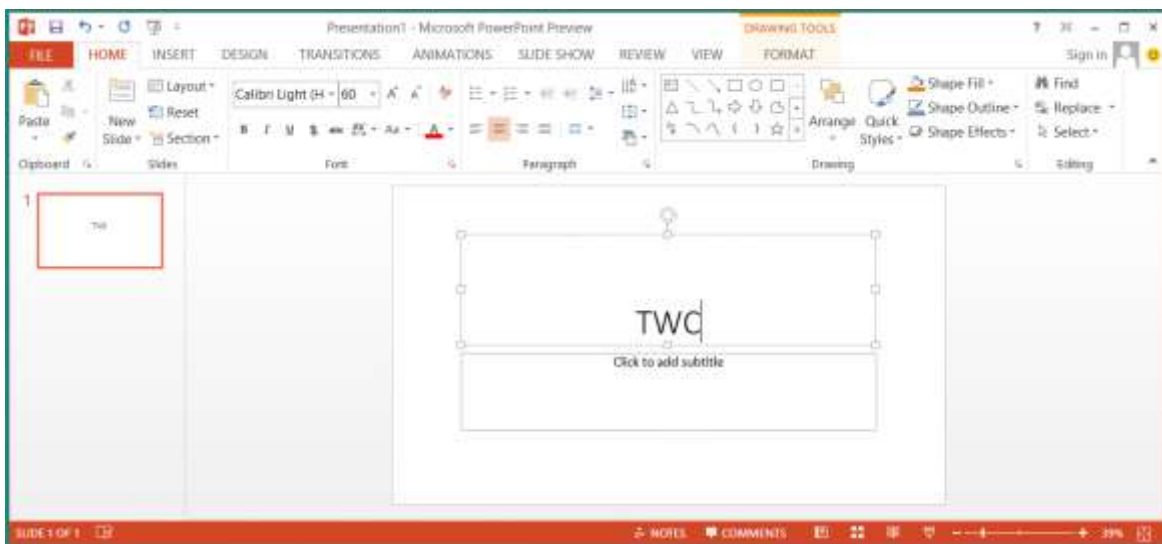
Like IF function, AND function also does the logical function. To check whether the output will be true or false the AND function will evaluate at least one mathematical expression located in another cell in the spreadsheet. If you want to see the output of more than one cells in a single cell, it is possible by using AND function.

MS POWER POINT

Introductions to MS PowerPoint 2013-

- Power Point is an application software for Microsoft Office. With the help of presentations, graphs, slides, handouts and all types of presentation material can be prepared.

- Slides is an electronic presentation. With the help of which we can express our thoughts very well.
- Microsoft PowerPoint This application is used to create a professional presentation.
- The presentation is made in a group of several slides, in which information is made.
- A powerful presentation can be made using PowerPoint using many formats, backgrounds, colors and designs.

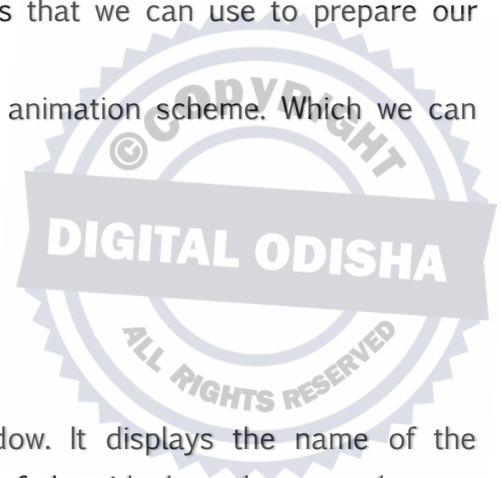


- This presentation can be run on the computer screen, on the projector and can also be published on the web.
- It is used in the field of education, medical, engineering and research.
- There are already a variety of template design stores that we can use to prepare our presentation very well in a short time.
- Apart from this, there is a variety of formatting and animation scheme. Which we can use directly.

MS PowerPoint Element:

1) Title Bar:

It is located at the top of the PowerPoint window. It displays the name of the workbook you are currently working on. On the right side of the title bar, there are buttons



for Minimize, Maximize / Restore and Close. And there's a quick access tool bar in the left side.

2) Ribbon:

- Ribbons have come in the earlier version of the menus and toolbars.
- It has tabs to browse specific tasks related commands. Next to this, tabs are divided into groups.
- We can also hydrate this ribbon, right click anywhere on this ribbon, right click on the Minimize the Ribbon button, or click on the Hide Side Minimize the Ribbon (Ctrl + F1) button.
- When you hid the ribbon, you get more space to work. Click the Expand the Ribbon (Ctrl + F1) button to unhide the ribbon again.

Ribbon Contains Three Main Parts -

- i) Tabs - These tasks are oriented and are located at the top of the ribbon.
- ii) Groups- Each tab is further divided into all Tasks. For example, the Home tab is divided into Clipboard, Font, Paragraph, Styles, and Editing Group. Each group has a small arrow in the right side, which is called Dialog Box Launcher. Additional options are available upon clicking on it.
- iii) Command Buttons - These buttons are relative to each group. For example, Font Group includes the Bold, Italic, Underline, etc. commands buttons.

Contextual Tools: When you are working on an object and when you select that object, you will see this tab.

e.g. -

- Insert an image in PowerPoint.
- When you select the image, you can see the Format Tab in the right side of the Ribbon.
- Here are the commands to work on the selected image.

3) File Button:

This button is in the left corner above the PowerPoint window. This button has a command button like New, Open, Save, Save As, Print and Close.



4) Quick Access Toolbar:

In the right side of the Office Buttons, there is Quick Access Toolbar, which contains buttons for the items that are always used. E.g., Save, and Undo or Redo buttons. To add more buttons to this toolbar, click on the small arrow on its side of the side.

5) The Status Bar:

The status bar is located at the bottom of the window and has the current page number, section, number of words in the documents, etc. By right clicking on this bar, you can select an error option.

6) The Status Bar:

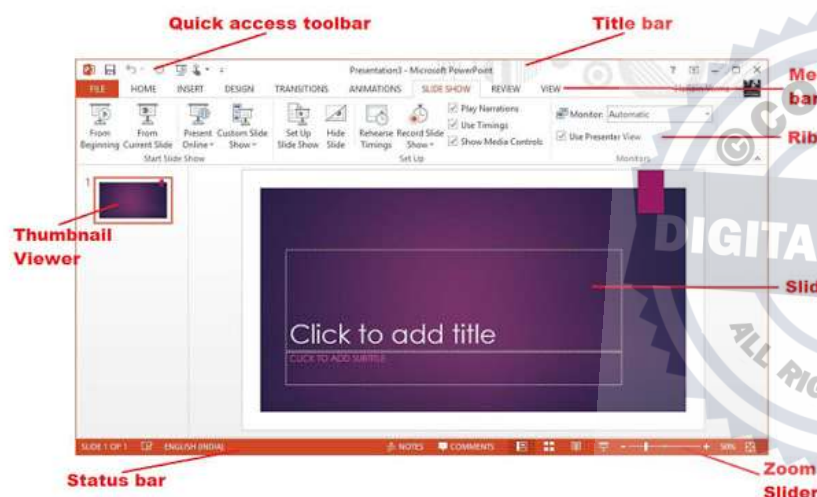
The status bar is located at the bottom of the window and has the current page number, Caps Lock, Num Lock etc. By right clicking on this time you can select other options.

9) Zoom Slider:

It has a Zoom slider on the status bar in the right corner of the window. Click on the Plus or Minus button to view the worksheet's different zoom parse ages.

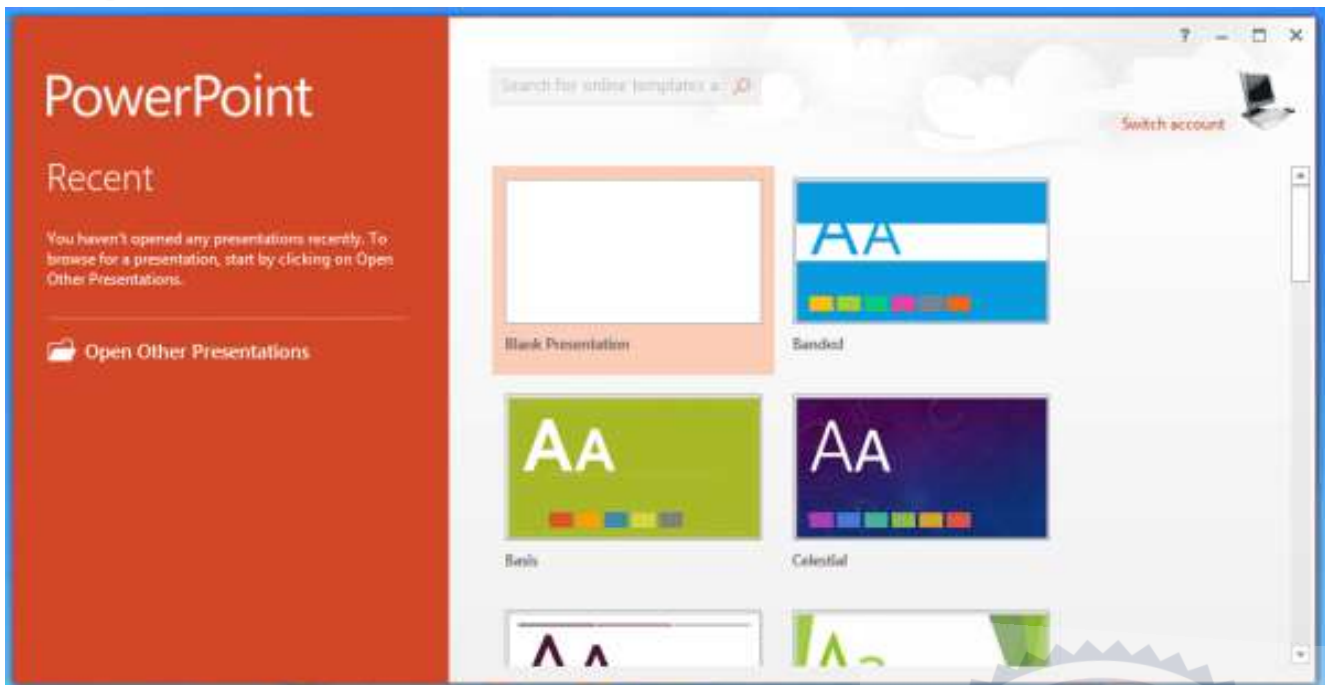
10) View Buttons:

To change the layout of the workbook in the left side of the Zoom Slider, here is the option of Print Layout, Full Screen, Web Layout, Outline or Draft.



Features of MS PowerPoint 2013

- There is a new look in Microsoft PowerPoint 2013: This is primary for use on tablets and phones, so that you can swipe and tap through presentations.
- The Presenter View automatically takes you to your projection set-up, and you can use it on a monitor too.
- There are many themes in this, which attract your presentation.
- And while you are working with others, you can ask questions and add comments to get feedback.

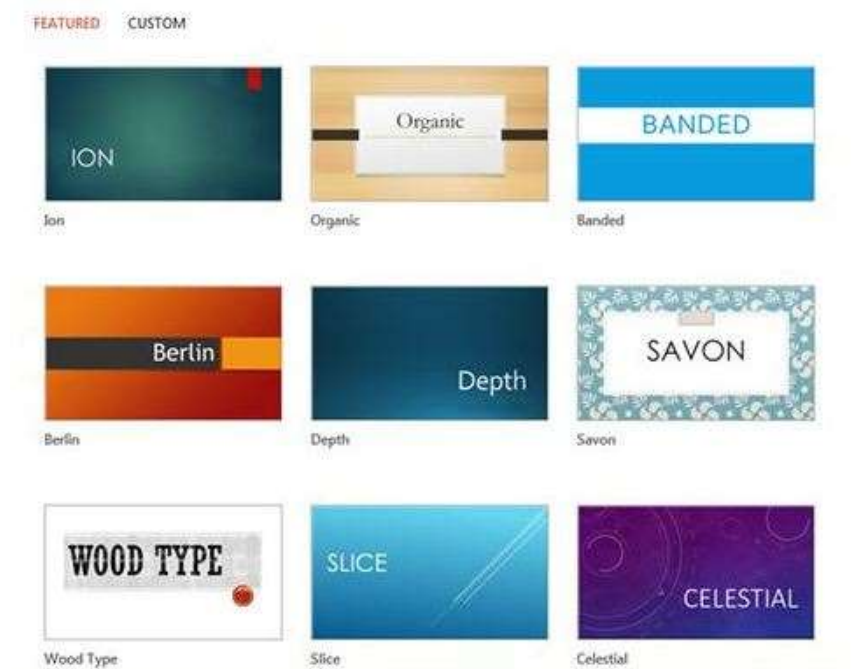


- Rather than opening with an empty presentation, PowerPoint 2013 offers several ways to start your next presentation using the template, theme, recent or blank.

Modified Landing Page

- Powerpoint 2013 landing page has received very necessary changes.
- The landing page of the previous version seemed to be very clear and even confusing to some users.

- In the new version, the landing page has been modified to provide localized templates as well as instant access to online databases.
- Online templates are divided into many categories like Business, Industry, Small Business, Presentation, Orientation, Design Sets, 4: 3, Media, Nature, Marketing etc.



Color Themes for Templates

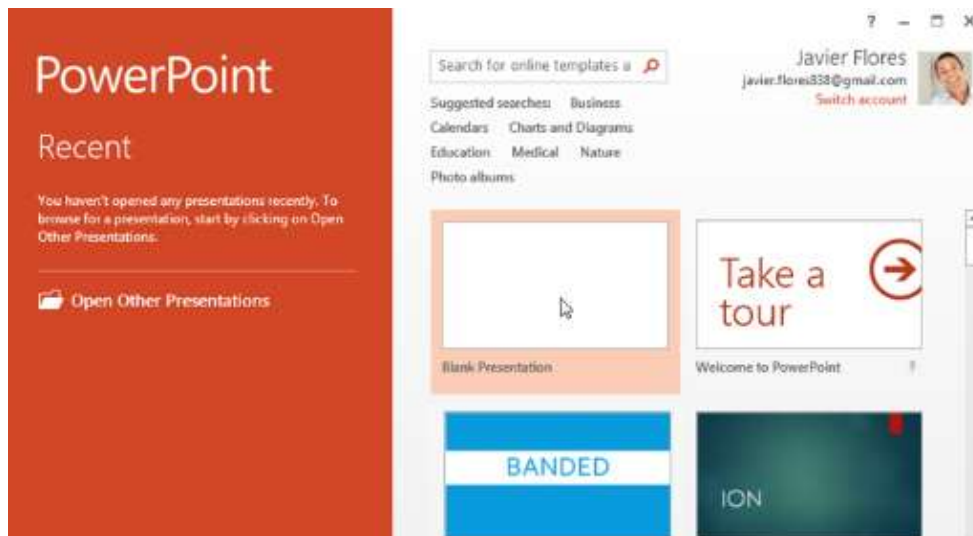
- Templates can be used with different color themes.
- For example, if the subject comes with a light color scheme, and you want to use dark colors, just click on the template and all available color schemes will be displayed.
- You can select the one you need to use in your presentation. Like the previous versions, you can also manually change the color and style of elements in the template.

Working With MS PowerPoint 2013

PowerPoint 2013 is a presentation software that allows you to create dynamic slide presentations. You can include animation, narration, images and more in the slide show.

Opening PowerPoint 2013

- When you open PowerPoint 2013 for the first time, you will see the Start screen.
- From here, you can create a new presentation, choose a template and can refine the presentation lately.



- First of all, from the Start screen, find Blank



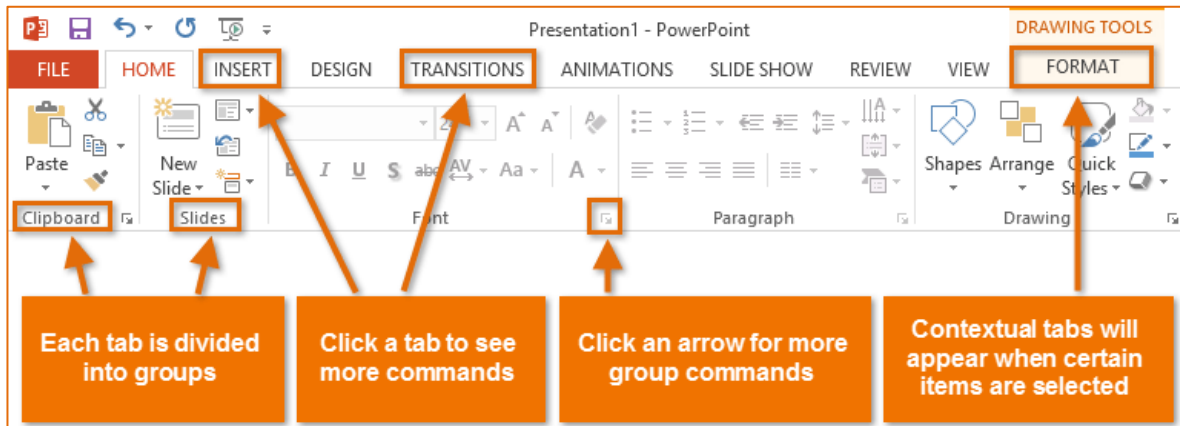
- Presentation and select it.
- You will see a new presentation.

Working with Power point Environment

If you used PowerPoint 2010 or 2007 before, PowerPoint 2013 will feel familiar to you. Because features like ribbons and quick access toolbars have been used - where you will get commands to perform common tasks in the backstage view.

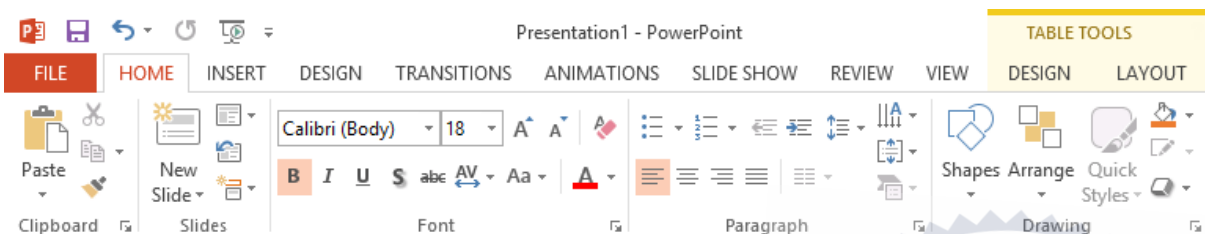
The Ribbon

PowerPoint 2013 uses a tabbed ribbon system instead of the traditional menu. There are several tabs in the ribbon, each containing several groups of commands. You can use these tabs to do the most common tasks in PowerPoint.



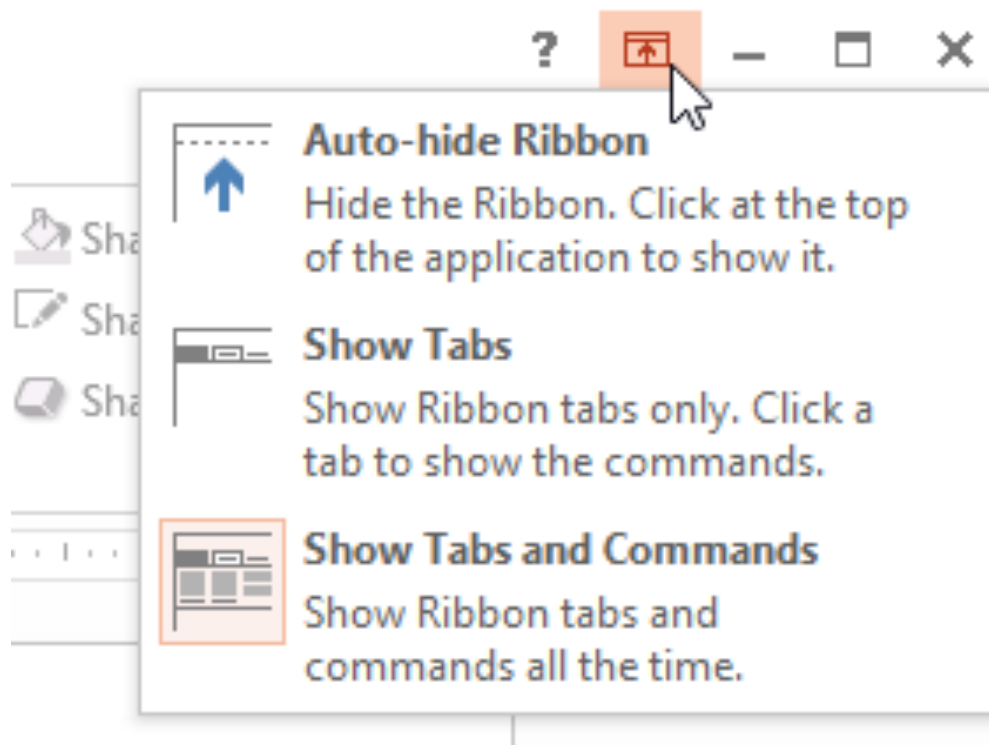
Exploring the Ribbon

To do general tasks in PowerPoint you will need to move between tabs. Using PowerPoint to find out where to find the right commands will be easy.



How to reduce and maximize ribbons

- The ribbon is designed to answer your current work, but if you find that it takes a lot of screen space, then you can choose it at least.
- Click the Ribbon Display Options arrow in the upper right corner of the ribbon.



- Select the desired minimizing option from the drop-down menu:

Auto hide Ribbon:

Auto hide displays PowerPoint in full-screen mode and completely hides the ribbon. To show the ribbon, click on Expand Ribbon command at the top of the screen.

Show Tabs:

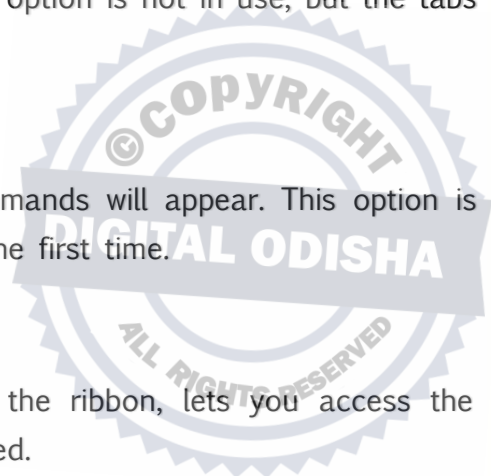
This option hides all the command groups when this option is not in use, but the tabs will appear. To show the ribbon, just click on a tab.

Show Tabs and Commands:

This option maximizes the ribbon. All tabs and commands will appear. This option is selected by default when you open PowerPoint for the first time.

The Quick Access Toolbar

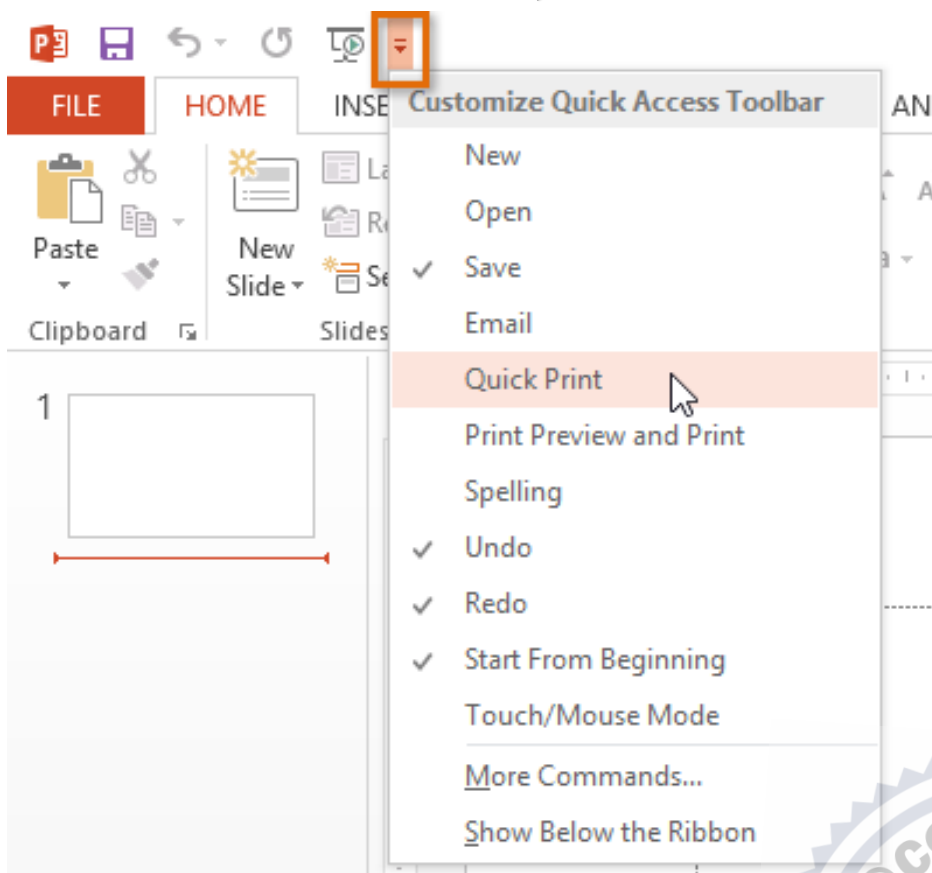
- The Quick Access Toolbar, located just above the ribbon, lets you access the normal commands, no matter what tab is selected.



- By default, there are Save, Undo, Repeat, and Start Presentation commands, you can add other commands depending on your requirement.

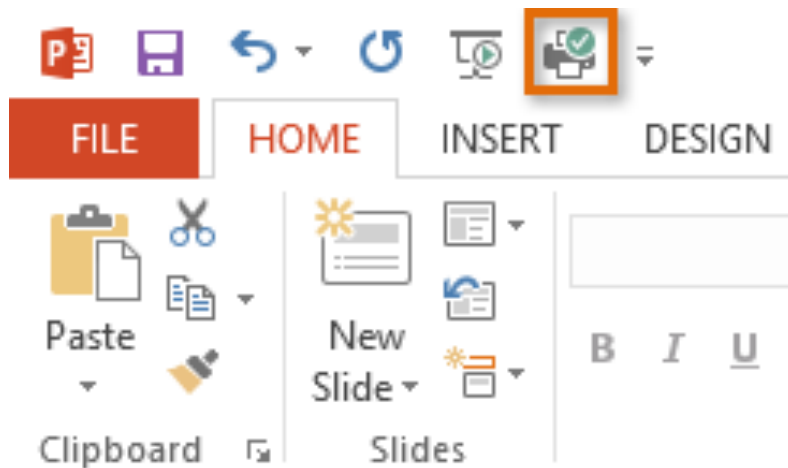
How to add commands to Quick Access Toolbar

- Click the drop-down arrow to the right of the Quick Access toolbar.
- Select the command you want to add from the drop-down menu.
- To choose from more commands, select More Commands.



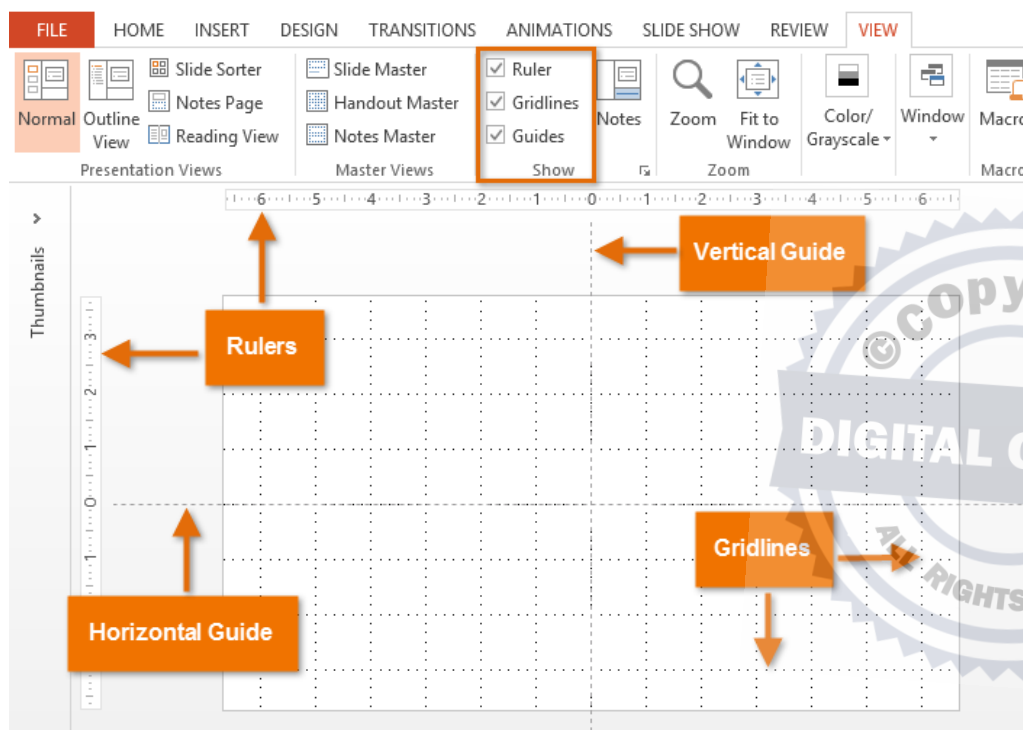
- The commands will be added to the Quick Access toolbar.





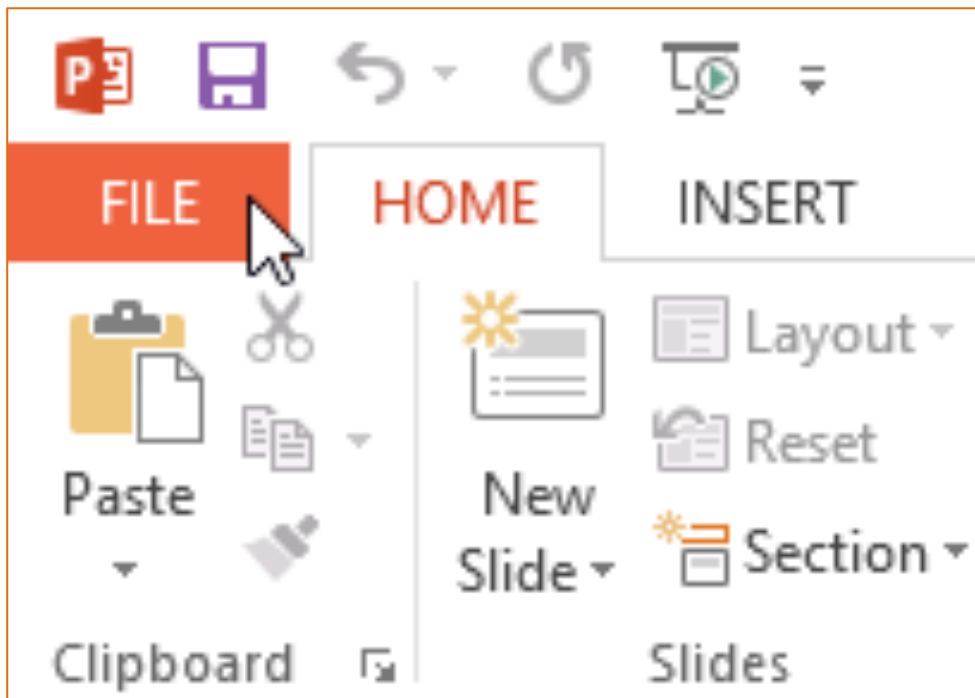
The Ruler, guides, and grid lines

- PowerPoint includes several tools to help organize and organize content on your slides, including ruler, guides, and gridlines.
- These tools make it easy to align the objects on your slides.
- To show and hide these devices, just click on the check box in the Show group on View Tab.

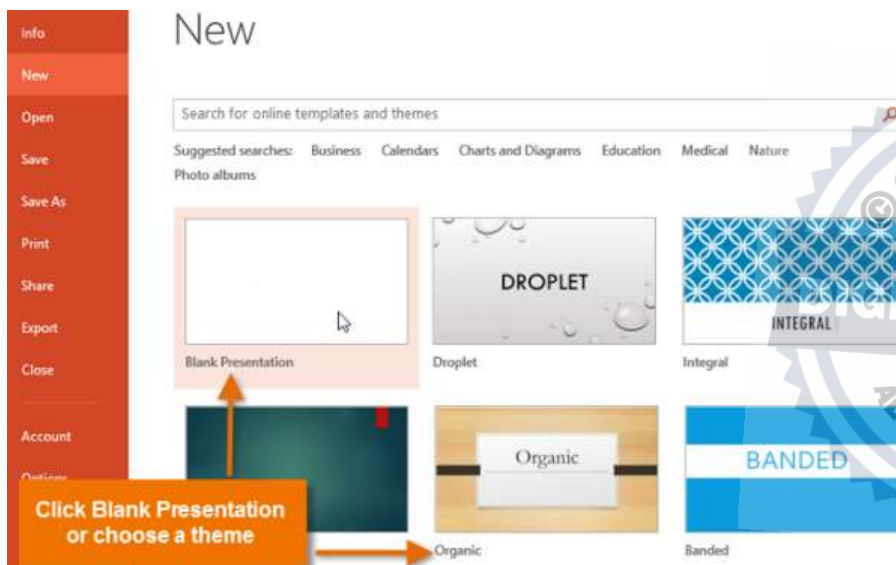


How to create a new presentation

- First select File Tab to go backstage view.



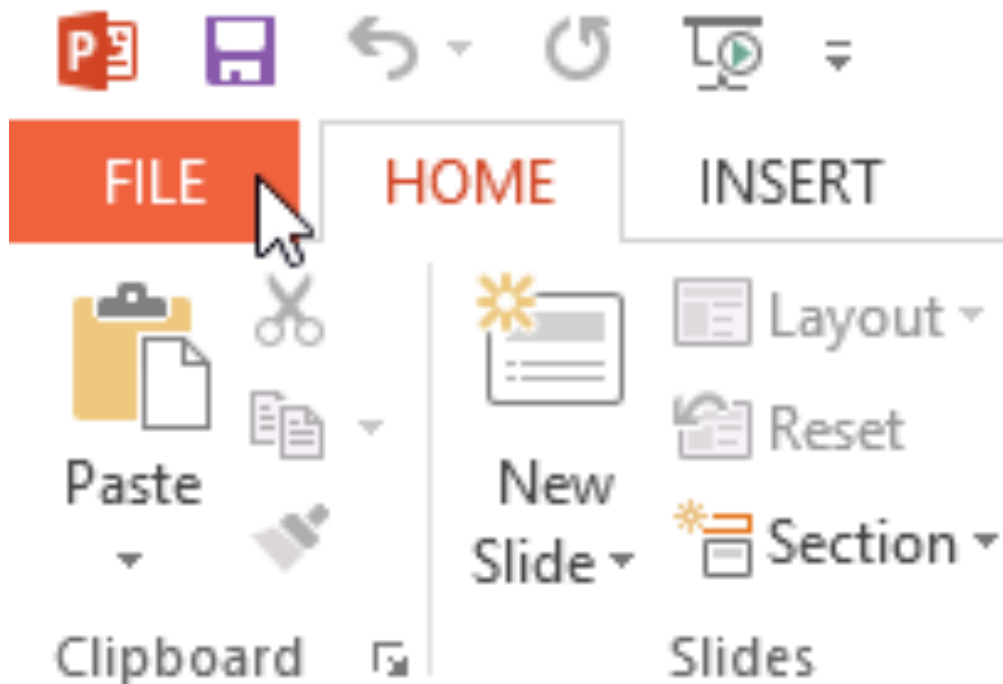
- Then click New option on the left side of the window, then click Blank Presentation or choose Theme.



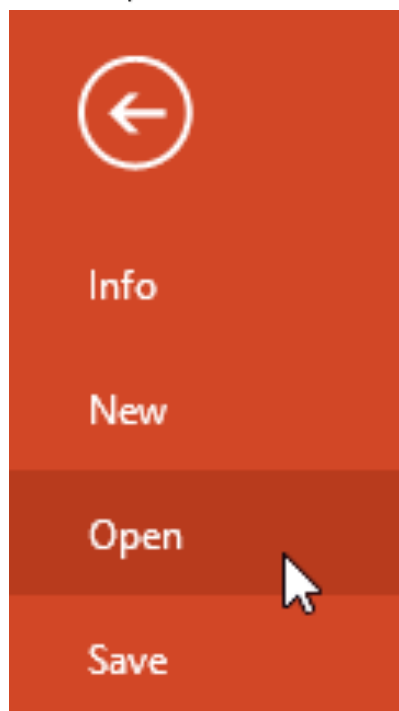
- A new presentation will appear.

How to open an existing presentation

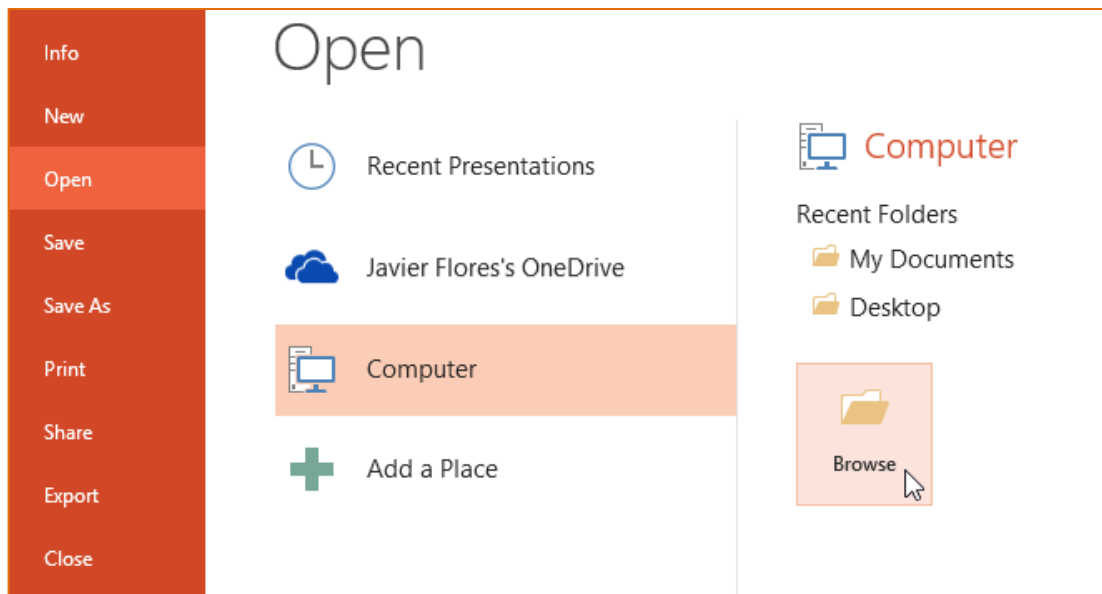
- First select File Tab to go backstage view.



- Select Open.



- After this, select Computer, then click Browse. Alternatively, you can select OneDrive (previously known as SkyDrive) to open files stored on OneDrive.



- The Open dialog box will appear. Locate and select your presentation, then click Open.
- A new presentation will appear with the selected template.

Some Elements of MS PowerPoint Window

Title bar

- Title bar is the topmost part of the MS PowerPoint window, the name of the file is written on it and it has 5 buttons on its right side, the first button to show the second button is a part of this window called Ribbon. And to hide it happens.
- After this, the button is a common window button that means it is in every window that is used to close, minimize and resize the window.
- There is one more small part on the left side which is called the quick access toolbar. It has many buttons which we can customize according to our own.

Menu bar

- It is right below the title bar, it has many options like File, Insert, Design, etc., which we will later get from Bistar. In this post we will only have MS PowerPoint (in Hindi).

Ribbon

- This is the part of MS PowerPoint that has all the tools inside the menu open.
- This is right below the menu bar. In this, except for the File menu, there are tools available in the menu.

Office button or File button

The Office Button used to be in the old version of MS office but nowadays it has been replaced by a button named 'File' which works like this. In this we get some basic features such as saving the file, opening, opening and closing etc.

Text Area or Slide

This is the most important part of PowerPoint, what we have to show in our slide and what we have to write is what we do all this.

Scroll bar

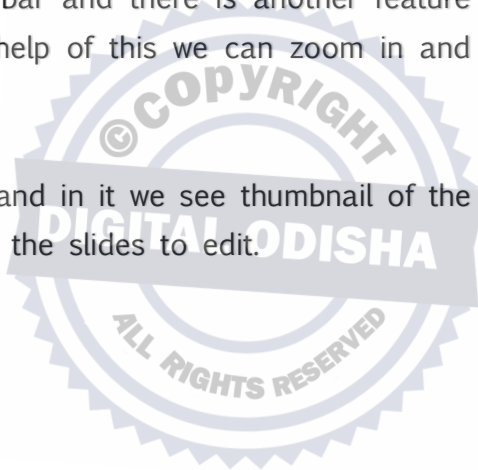
With this help we can slide the slide horizontally or vertically.

Status bar and Zoom slider

There is a current slide number show in the status bar and there is another feature on the right which is called a zoom slider with the help of this we can zoom in and zoom out.

Thumbnail viewer

It is a part of the text area or the right of the slide and in it we see thumbnail of the second slide, which can be clicked and we can open the slides to edit.



MS ACCESS

What is Database

There are different ways to store data in a computer, such as - store data as a document, store it as a work sheet, or store it as a program file. When we store the data in Row and Column, it is called Table. When one or more than one Tables store as one file, then it is called Database. So we define the database briefly in this way.

"The collection of Data in Rows and Columns Format is known as database."

One database file contains one or more tables, each table has one or more records. Combination of each record row and column.

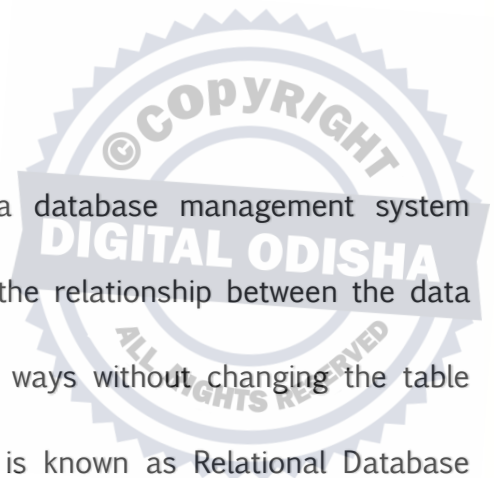
As: - If a student has to prepare a database, then there is name, Add, Contact, its Columns. These are also called Fields or Attributes. When a student's name stores Add, Contact in these fields, then a record is completed. Similarly, when the records of more than one student are stored in it, it is called a table. Similarly, table tables such as Teachers, Library etc. can also be created in the database.

Some major database management systems have the following names:

- Fox-Pro
- MS-Access
- Oracle
- Sybase
- MS-Sql Server

Relational database management system

- Relational database management system is a database management system based on relational model.
- A database that stores in the data table and the relationship between the data is stored in the table.
- This form of data can be accessed in all the ways without changing the table form.
- The software used in the relational database is known as Relational Database Management System.
- Relational database management system is also known as RDBMS.



- Relational database is very powerful because it is easy to store and operate data in a data base.
- The most essential feature of the relational database is that it can store multiple tables in the same database and all the tables.
- The relationship between the data can be established in the middle.
- Therefore, the relational database management system is the advancement of the database management system.
- Use in a database in relational database is MS Access, MS SQL, server Oracle etc.
- RDBMS software is the main application.

Why Use Relational Databases

- RDBMS is based on the relational data model in which the data is stored in the form of Row and Column and the database stores the relationship tables in the middle of more than one table.

The main reasons for using RDBMS are as follows

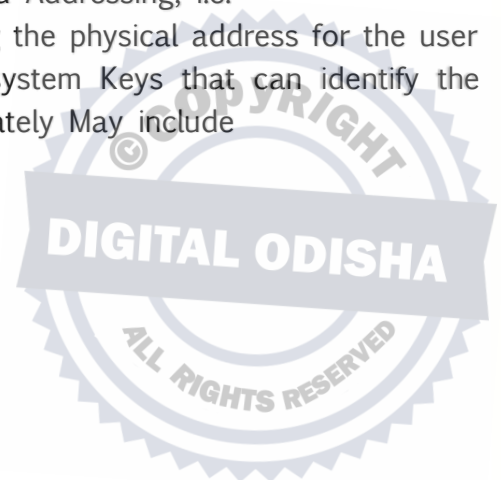
- It provides data as a table.
- It can also store data in the form of cry and column form.
- The Row can be made available through the Unique Identity Primary key.
- It creates an index to return data quickly.
- You can establish a relationship between two or more tables.
- Multi user provides accessibility that can be controlled by individual users.

What is Key in database?

- Keys are used to create a field unique value of any record, the relational database management system uses Associated Addressing, i.e.
- it values the values by identifying and locating the physical address for the user should be transparent, so in the relational system Keys that can identify the rows of tables in a relational database separately May include

Types of Keys

Primary key
Candidate key
Composite key
Super key
Foreign key



1. Primary key

- Primary key is used to keep each record unique in a table.
- The attribute of this key should never change, as the address of a person should not be part of the primary key, as this can change but the Employee code can not be changed.
- Unless the person leaves the organization. In any of the primary tables, it is unique that denote the entire record.

2. Candidate key

- Candidate key is a set of attributes or an attribute that is used to keep a record unique.
- This attribute is called Candidate key.
- In such a case, one key from the Candidate key is selected for the primary key and the remaining Candidate keys are called alternate keys, in a table, only one is primary, while the candidate can have more than one.

3. Composite key

- In many cases, when we design a database, we create tables.
- In each table, we use more than one column of part as primary key, they are called composite key.
- In other words when a record is uniquely identified by a single field If this can not be done, then composite key is used in such case.

4. Super key

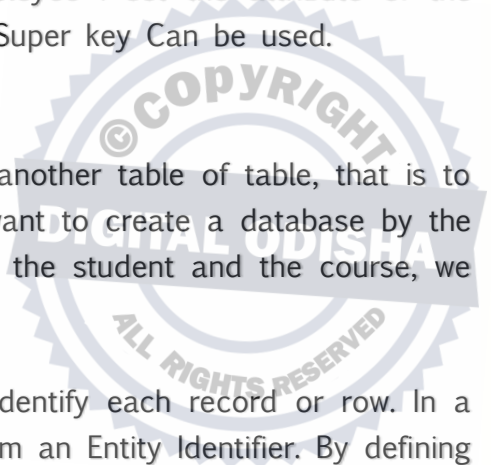
A Super key is the set of one or more attributes for an entity whose combine value sets the entity in the entity set. An entity set employee I set the attribute of the employee name, address, contact number, etc. as a Super key Can be used.

5. Foreign key

Foreign key is used to establish a relationship with another table of table, that is to create a table link with another table, such as we want to create a database by the name of the student. This database In the name of the student and the course, we create 2 tables.

6.Primary key

Primary Key A table makes it possible to uniquely identify each record or row. In a relation, Primary Key has the same role, which is from an Entity Identifier. By defining



the primary key, we decide that the small data that we have stored in the database will be able to retrieve that small piece of data again.

NULL

Null is a special Database value, which means "Unknown". If there is only one record in our relation and we null the primary key field, then no problem is generated, but as soon as we enter the second record in that relation, we will lose the property of the primal key fields .

Therefore, we can never null a primary key field of a table. This constraint is called Entity Integrity and whenever the data is entered or modified in the database, enforcing the DBMS Primary Key enforces the database, so that every record remains unique.

Types of primary key

The primary key of a relational table uniquely identifies each record in the table. Primary key is of two types.

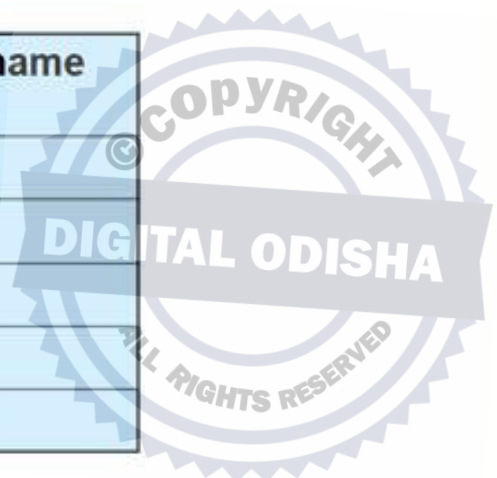
Simple primary key

Composite primary key

1.Simple primary key: -simple primary key is composed of only one field.

Customer ID	Forename	Surname
1	Simon	Jones
2	Emma	Price
3	Laura	Jones
4	Jonathan	Hale
5	Emma	Smith

Simple primary key



2. composite primary key: -composite primary key is composed of more than one field.

Suit	Value	No. times played
Hearts	Ace	5
Diamonds	Three	2
Hearts	Jack	3
Clubs	Three	5
Spades	Five	1

One is not enough to identify, but both combined make a unique value

Define Primary Key

- The primary key is unique.
- There can only be one primary key in any table.
- This can be single or multi column, we call the multi column primary key as the composite primary key.
- The composite primary key can contain up to 16 columns.
- It does not contain null values.

Introduction of MS Access

- MS Access is an important and powerful platform for database development.
- MS Access is a database application software designed by Microsoft company through which we can collect as much information as possible about any company, organization etc.
- And later, any specific information that is related to that institution can be obtained.
- We can also call MS Access as "collection of database". The following objects come under this.

Objects of MS Access

- 🕒 Table
- 🕒 Query
- 🕒 Form
- 🕒 Report
- 🕒 Macros
- 🕒 Page
- 🕒 Module
- 🕒 Table

TABLE

Under any RDBMS, the table is an important object, and under it, the data is rotated and filtered in columns. Collection of different types of records is called a table.

"Table is a Collection of records"

Query

If we want to understand the query in a simple language, the query means - Question or doubt. If you have any doubt related to something or need information, then the question that you ask about the concerned department or person is called a query. This is called a query query asked to obtain any information.

There is more than one table inside a database, information can be obtained by creating a relationship between these tables. There are some information inside the tables which are repeatedly required for us, for that table it has to be used repeatedly. In the MS Access, we can keep the information of the selected fields from a type in the form of a separate table, and whenever we need that information, we can use that information separately as a table. | In MS Access, it is implemented by queries.

Form

This is the third and important object of MS Access, through which we can store the data in the database, print it but primarily in MS Access the form is used for input.

Report

Report is an object in MS Access that is used to achieve output. Report data is used to display and print in an organized manner. The report is quite flexible, in which we can see a similar database in many layouts and formatting.

Macros

Macro is a tool that automates your work, and allows to add functionality to forms, reports and controls. For example, if you add a command button to a form, you add the onclick event of the button to the macro. The macro contains the commands that you want to include during each click. Similarly, all the commands will be run as soon as you click on a button. We can open macro in any form, table, report, etc.

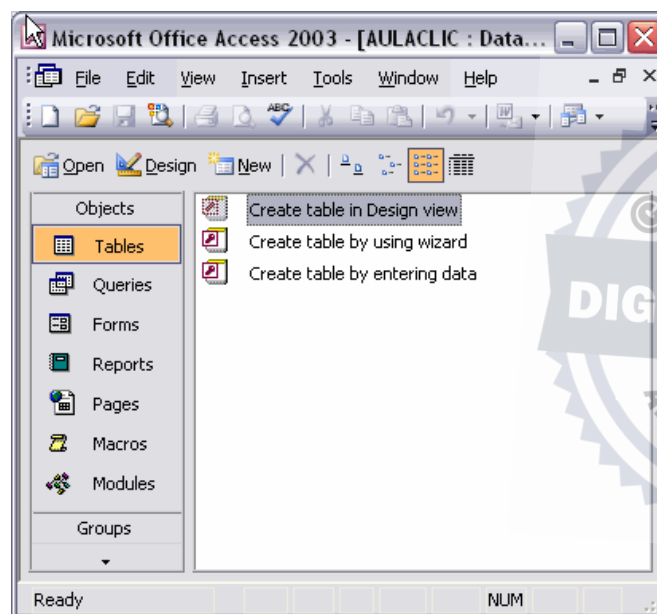
Page

Page is used to view the database in the webpage format and it does not belong to database management.

Module

The module is a group of user-defined functions, subroutines, and global variables written in the VBA code. These objects can be accessed from anywhere in Access database.

Create a table in MS Access



- A table is required to store data in MS Access.
- The table is a database inside the database file.
- There may be more than one table inside a database file.
- The table is composed by Row and Column.
- The data type is set in the field.

First step-

Go to file menu → new → click on blank database → insert file name → click on create button

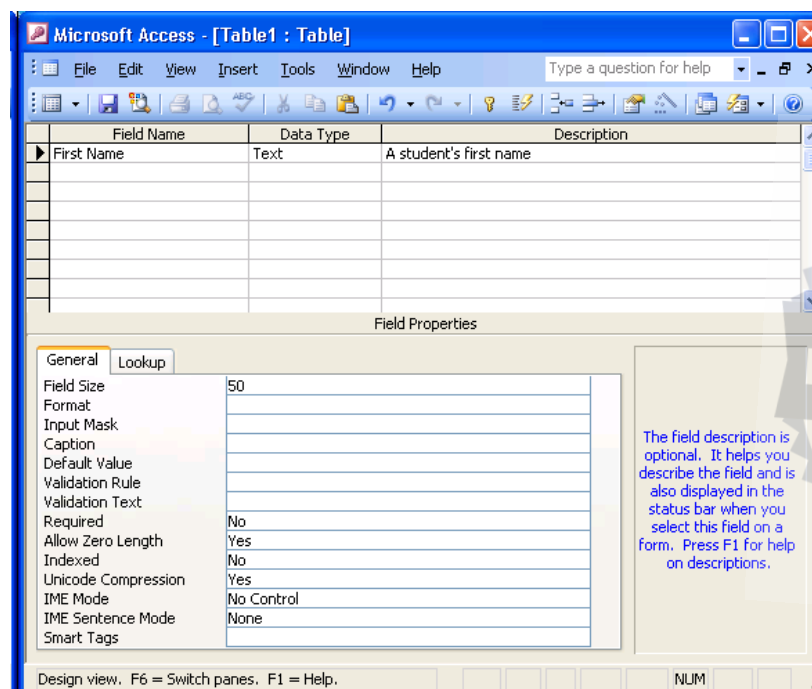
Second step-

The table can be made in three ways in the select table object

The table is designed by the user. It gives the name of the field. And select its data type and set the properties of that field.

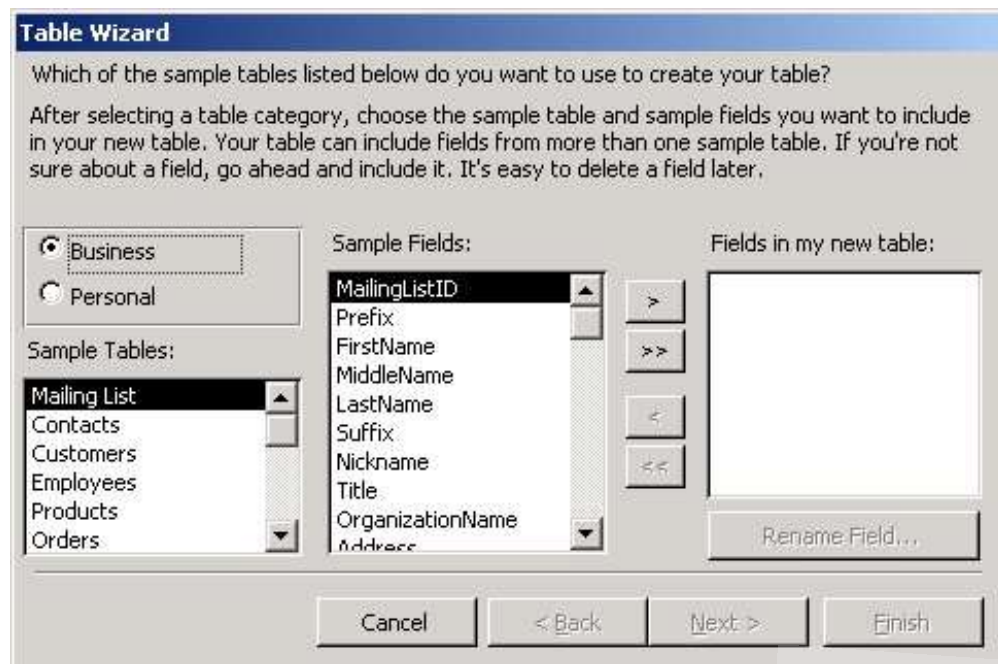
In the Design view, you can go through four types.

1. Double click on the Design View option and you can go to Design View.
2. Select the Design button and click on Design View.
3. Right click on the design view → design view.
4. Click on the Open option and go to Design view.



2. create table by using wizard-

This allows the structure of the table to be easily prepared in less time. The fields built in this are the fields. Which selects and transfers to the new table. He can be renamed. Transfer the field according to the requirement. And click on the next button. In the second dialog box, give the name of the table. And to set the primary key. Otherwise, click on the next button. It is determined in the third dialog box. That's what the new table is to look at.



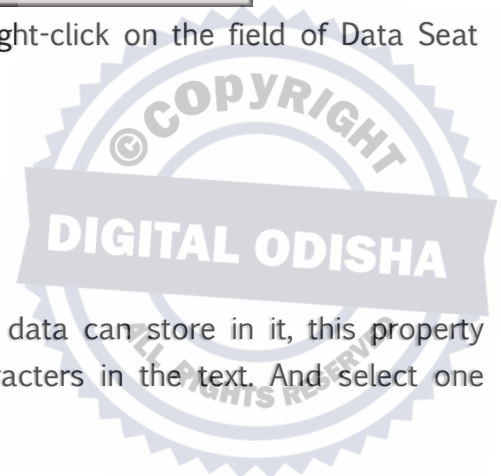
4. Create table by using data in the table. In this, right-click on the field of Data Seat is rented. After this, the table is saved.

Number data type field properties-

1. Field size-

The size of the field in the table is determined. How much data can store in it, this property is only in text and number data types. It is 0 to 255 characters in the text. And select one of the given formats in number.

2. Caption-



When the form or report is prepared. Then this property is used. There is a caption in this. It is used automatically in the form or report. There is no need to write a label there. This property is in almost all types.

3. Default value- This field property has to set that value. The field in which the data is set by default. It can also be replaced later. Which facilitates the input of data in the table.

4. Data validation rules - This is an important property for inputting data in the table. Rules are made to input data from this. This can not even lead to wrong data input. In this we can also use function, formula and mathematical and logical operations. Which has the right data input.

5. Input mask- how many letters to input in the field. And what kind of letters to input. It is determined. Different markers are used for this. Which is low.

Working with Table in MS Access

In MS Access we can do the following functions in a table

- Add Record
- Delete Record
- Edit Record
- Sort Record
- Find and Replace
- Filter & Select

1. Add Record in a Table: -

To add a new record to the previously created table, open that table, and add the record. To add a new record to the table, follow the following steps.

- If you want to add new record to the table, first select that table, which is to add the record.
- Now it will display on Table Screen In this, Point to the Mouse Cursor on the Last record and right-click the mouse.
- By which a popup menu display is clicked on Add Record Option, then Cursor reaches the First Field of Last Record. Now in this we can add new record.

2.Delete a Record: -

If any record is not required in any table ie i.e. which is unnecessary, then they are deleted. If any record is to be deleted from the table then the following steps will be followed.

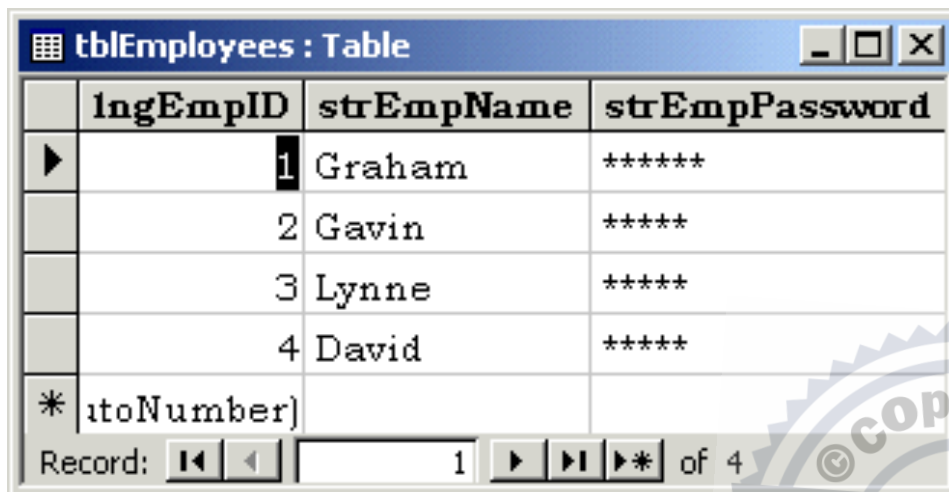
- First we select the record that is to be deleted and right-click the mouse.
- Click on the Delete Record Option, there is a Message Display.
- This message asks about delete us record. Whether you are ready to delete it or not.
- When we click on OK in this Message Box, the selected record gets deleted.

3. Edit Record: -

If we want to modify any record in the table, then we can easily do this work.

Example: - If we have a table named Employee and we want to edit it in Employee's Name in Employee's Record, then follow the following steps.

- First of all open the table which is to improve.
- After this, we select the record in the table, then we select that field to improve.
- After that, by modifying that field, you save that table.



	lngEmpID	strEmpName	strEmpPassword
▶	1	Graham	*****
	2	Gavin	*****
	3	Lynne	*****
	4	David	*****

* [itoNumber]

Record: 1 of 4

4. Sort Record: -

We can sort any field in the table. Sorting means that a field is arranged in Ascending or Descending Order. To follow the steps in order to arrange the record in Ascending or Descending Order.

- Selecting that field to sorting a field.
- After that click on the Record Menu.
- Next, click on the Sort Sub Menu.

- Here, choose the Sorting order (Ascending or Descending).
- By doing this, the fields selected are arranged in that sorting order that you have selected.

5. Find and Replace: -

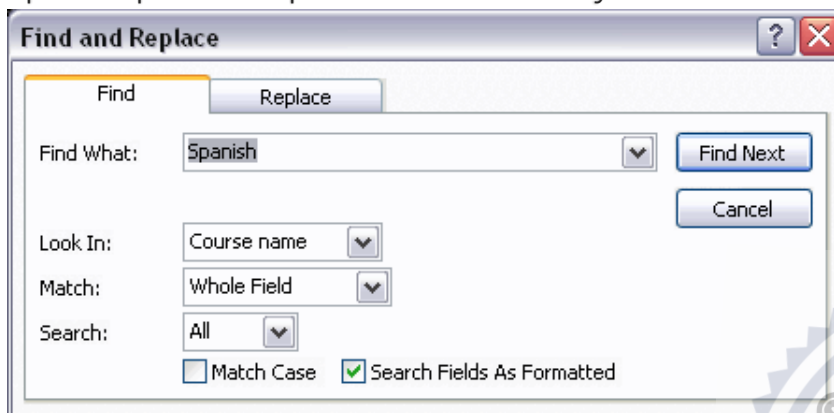
Use Find Option to find a specific value in a particular field in the table.

Example: - There are thousands of records in the Employee Table, to find out the name of any of the Particular Employee, use the Find option for this. To find the record, follow the following steps.

- To know the Particular Value in a field in the table, first open the table.
- After that click on the Find Menu in the Edit Menu.
- This will find Find & Replace Window Display.
- In the Find what box, do the value types that you want to find.
- Curser gets highlighted on the value of that field.
- If you want to find the same text again, click on Find Next Button or else close Find & Replace Window.

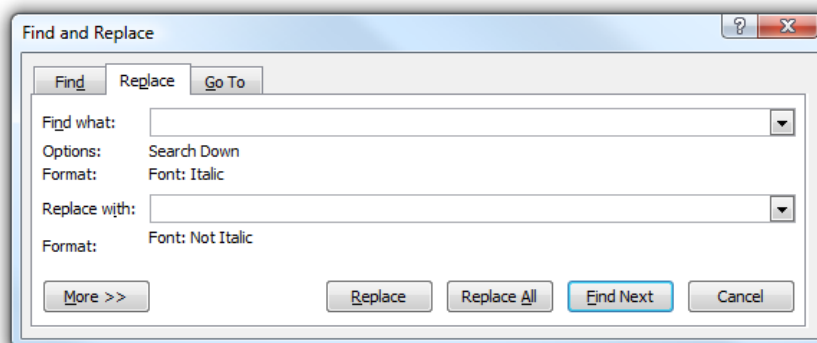
6. Replace: -

Use the Replace Option to replace the value of any record with the new value.



Example: - If we want to write Ram instead of Employee Name in the Employee Table, then for the first we find Raj and replace with Ram, then Raj becomes Ram. Replace to follow the following steps.

- To change any value in a table in the table, click on the Replace Sub Menu.
- Find & Replace Window opens in this window, in the Find box, the Source Name (the name to be changed).
- And in the Replace With box, write Destination Name (which is the name) and click on the Replace Button, the old name gets replaced with the new name.



- If you want to write the name written in Replace With box instead of the name written in Find box, click on Replace All Button.

7. Filter & Select: -

Use the Filter / Select option to filter the record in the table. The filter is used to look at records based on a condition. To filtering in the table, select Table and open it. After that click on the Filter Sub Menu in the Record Menu. There are four options available in it.

- Filter By Form
- Filter By Selection
- Filter Excluding Selection
- Advance Filter Sort

From this, we choose the option as per our requirement. Once you use the Filter option in the table, you can also remove it.

8.Remove Filter:

To remove the filter, click on the Record menu and click on the Removed Filter sub menu, the filter.



FOUNDAMENTAL MCQ

1. UNIVAC is

- A) Universal Automatic Computer
- B) Universal Array Computer
- C) Unique Automatic Computer
- D) Unvalued Automatic Computer

Ans : A (Universal Automatic Computer)

2. The basic operations performed by a computer are

- A) Arithmetic operation
- B) Logical operation
- C) Storage and relative
- D) All the above

Ans : D (All the above)

3. The two major types of computer chips are

- A) External memory chip
- B) Primary memory chip
- C) Microprocessor chip
- D) Both b and c

Ans : D (Both b and c)

4. Microprocessors as switching devices are for which generation computers

- A) First Generation
- B) Second Generation
- C) Third Generation
- D) Fourth Generation

Ans : D (Fourth Generation)

5. What is the main difference between a mainframe and a super computer?

- A) Super computer is much larger than mainframe computers
- B) Super computers are much smaller than mainframe computers
- C) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently
- D) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible.

Ans : C (Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently)

6. ASCII and EBCDIC are the popular character coding systems.

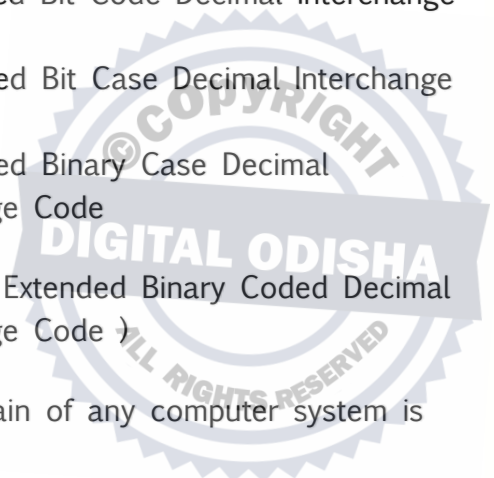
What does EBCDIC stand for?

- A) Extended Binary Coded Decimal Interchange Code
- B) Extended Bit Code Decimal Interchange Code
- C) Extended Bit Case Decimal Interchange Code
- D) Extended Binary Case Decimal Interchange Code

Ans : A (Extended Binary Coded Decimal Interchange Code)

7. The brain of any computer system is

- A) ALU
- B) Memory



- C) CPU
- D) Control unit

Ans : C (CPU)

8. Storage capacity of magnetic disk depends on
- A) tracks per inch of surface
 - B) bits per inch of tracks
 - C) disk pack in disk surface
 - D) All of above

Ans : D (All of above)

9. The two kinds of main memory are:
- A) Primary and secondary
 - B) Random and sequential
 - C) ROM and RAM
 - D) All of above

Ans : C (ROM and RAM)

10. A storage area used to store data to compensate for the difference in speed at which the different units can handle data is
- A) Memory
 - B) Buffer
 - C) Accumulator
 - D) Address

Ans : B (Buffer)

11. Computer is free from tiresome and boardroom. We call it
- A) Accuracy
 - B) Reliability
 - C) Diligence
 - D) Versatility

Ans : C (Diligence)

12. Integrated Circuits (ICs) are related to which generation of computers?
- A) First generation
 - B) Second generation
 - C) Third generation
 - D) Fourth generation

Ans : C (Third generation)

13. CD-ROM is a
- A) Semiconductor memory
 - B) Memory register
 - C) Magnetic memory
 - D) None of above

Ans : D (None of above)

14. A hybrid computer
- A) Resembles digital computer
 - B) Resembles analogue computer
 - C) Resembles both a digital and analogue computer
 - D) None of the above

Ans : C (Resembles both a digital and analogue computer)

15. Which type of computers uses the 8-bit code called EBCDIC?
- A) Minicomputers
 - B) Microcomputers
 - C) Mainframe computers
 - D) Super computer

Ans : C (Mainframe computers)

16.The ALU of a computer responds to the commands coming from

- A) Primary memory
- B) Control section
- C) External memory
- D) Cache memory

Ans : B (Control section)

17. Chief component of first generation computer was

- A) Transistors
- B) Vacuum Tubes and Valves
- C) Integrated Circuits
- D) None of above

Ans : B (Vacuum Tubes and Valves)

18.To produce high quality graphics (hardcopy) in color, you would want to use a/n

- A) RGB monitor
- B) Plotter
- C) Ink-jet printer
- D) Laser printer

Ans : B (Plotter)

19.What are the stages in the compilation process?

- A) Feasibility study, system design and testing
- B) Implementation and documentation
- C) Lexical Analysis, syntax analysis, and code generation
- D) None of the above

Ans : C (Lexical Analysis, syntax analysis, and code generation)

20.Which of the following IC was used in third generation of computers?

- A) SSI
- B) MSI
- C) LSI
- D) Both a and b

Ans : D (Both a and b)

21. The main electronic component used in first generation computers was

- A) Transistors
- B) Vacuum Tubes and Valves
- C) Integrated Circuits
- D) None of above

Ans : B (Vacuum Tubes and Valves)

22. A dumb terminal has

- A) an embedded microprocessor
- B) extensive memory
- C) independent processing capability
- D) a keyboard and screen

Ans : D (a keyboard and screen)

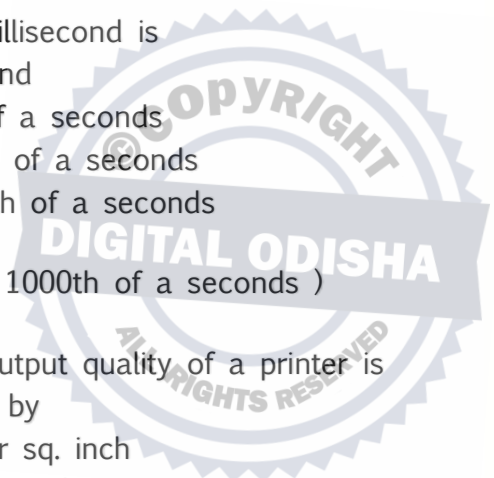
23.One millisecond is

- A) 1 second
- B) 10th of a seconds
- C) 1000th of a seconds
- D) 10000th of a seconds

Ans : C (1000th of a seconds)

24. The output quality of a printer is measured by

- A) Dot per sq. inch
- B) Dot per inch



- C) Dots printed per unit time
- D) All of the above

Ans : B (Dot per inch)

25. Which of the following was a special purpose computer?

- A) ABC
- B) ENIAC
- C) EDVAC
- D) All of the above

Ans : A (ABC)

26. What was the computer invented by Attanasoff and Clifford?

- A) Mark I
- B) ABC
- C) Z3
- D) None of above

Ans : B (ABC)

27. Which of the following storage devices can store maximum amount of data?

- A) Floppy Disk
- B) Hard Disk
- C) Compact Disk
- D) Magneto Optic Disk

Ans : B (Hard Disk)

28. Which computer was considered the first electronic computer until 1973 when court invalidated the patent?

- A) ENIAC
- B) MARK I
- C) Z3
- D) ABC

Ans : A (ENIAC)

29. A physical connection between the microprocessor memory and other parts of the microcomputer is known as

- A) Path
- B) Address bus
- C) Route
- D) All of the above

Ans : B (Address bus)

30. High density double sided floppy disks could store of data

- A) 1.40 MB
- B) 1.44 GB
- C) 1.40 GB
- D) 1.44 MB

Ans : D (1.44MB)

31. A high quality CAD system uses the following for printing drawing and graphs

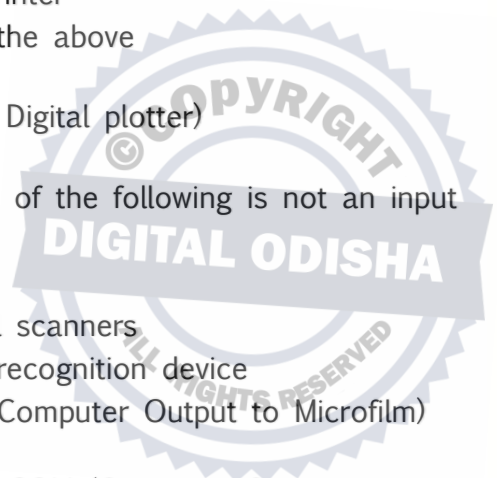
- A) Dot matrix printer
- B) Digital plotter
- C) Line printer
- D) All of the above

Ans : B (Digital plotter)

32. Which of the following is not an input device?

- A) OCR
- B) Optical scanners
- C) Voice recognition device
- D) COM (Computer Output to Microfilm)

Ans : D (COM (Computer Output to Microfilm))



33. The accuracy of the floating-point numbers representable in two 16-bit words of a computer is approximately

- A) 16 digits
- B) 6 digits
- C) 9 digits
- D) All of above

Ans : A (16 digits)

34. In most of the IBM PCs, the CPU, the device drivers, memory, expansion slots and active components are mounted on a single board. What is the name of the board?

- A) Motherboard
- B) Daughterboard
- C) Breadboard
- D) Fatherboard

Ans : A (Motherboard)

35. In most IBM PCs, the CPU, the device drives, memory expansion slots and active components are mounted on a single board. What is the name of this board?

- A) Motherboard
- B) Breadboard
- C) Daughter board
- D) Grandmother board

Ans : A (Motherboard)

36. Magnetic disks are the most popular medium for

- A) Direct access
- B) Sequential access
- C) Both of above
- D) None of above

Ans : D (None of above)

37. A technique used by codes to convert an analog signal into a digital bit stream is known as

- A) Pulse code modulation
- B) Pulse stretcher
- C) Query processing
- D) Queue management

Ans : A (Pulse code modulation)

38. Regarding a VDU, Which statement is more correct?

- A) It is an output device
- B) It is an input device
- C) It is a peripheral device
- D) It is hardware item

Ans : C (It is a peripheral device)

39. A modern electronic computer is a machine that is meant for

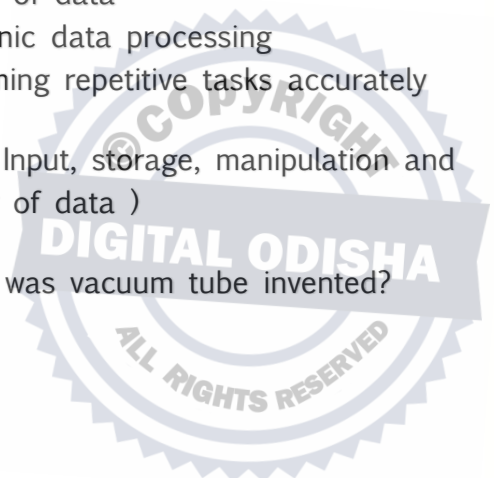
- A) Doing quick mathematical calculations
- B) Input, storage, manipulation and outputting of data
- C) Electronic data processing
- D) Performing repetitive tasks accurately

Ans : B (Input, storage, manipulation and outputting of data)

40. When was vacuum tube invented?

- A) 1900
- B) 1906
- C) 1910
- D) 1880

Ans : B (1906)



1. Which of the following produces the best quality graphics reproduction?

- A) Laser printer
- B) Ink jet printer
- C) Plotter
- D) Dot matrix printer

Ans : C (Plotter)

42. Computers with 80286 microprocessor is

- A) XT computer
- B) AT computers
- C) PS/2 computer
- D) None of above

Ans : B (AT computers)

43. An application suitable for sequential processing is

- A) Processing of grades
- B) Payroll processing
- C) Both a and b
- D) None of the above

Ans : C (Both a and b)

44. Which of the following is not processing?

- A) arranging
- B) manipulating
- C) calculating
- D) gathering

Ans : D (gathering)

45. The digital computer was developed primarily in

- A) USSR

- B) Japan
- C) USA
- D) UK

Ans : C (USA)

46. Software in computer

- A) Enhances the capabilities of the hardware machine
- B) Increase the speed of central processing unit
- C) Both of above
- D) None of above

Ans : A (Enhances the capabilities of the hardware machine)

47. Today's computer giant IBM was earlier known by different name which was changes in 1924. What was that name?

- A) Tabulator Machine Co.
- B) Computing Tabulating Recording Co.
- C) The Tabulator Ltd.
- D) International Computer Ltd.

Ans : B (Computing Tabulating Recording Co.)

48. Before a disk drive can access any sector record, a computer program has to provide the record's disk address. What information does this address specify?

- A) Track number
- B) Sector number
- C) Surface number
- D) All of above

Ans : D (All of above)

49. The arranging of data in a logical sequence is called

- A) Sorting
- B) Classifying
- C) Reproducing
- D) Summarizing

Ans : A (Sorting)

50. What is the responsibility of the logical unit in the CPU of a computer?

- A) To produce result
- B) To compare numbers
- C) To control flow of information
- D) To do math's works

Ans : B (To compare numbers)

51. Abacus was the first

- A) electronic computer
- B) mechanical computer
- C) electronic calculator
- D) mechanical calculator

Ans : D (mechanical calculator)

52. If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be

- A) 216
- B) 65,536
- C) 64K
- D) None of the above

Ans : B (65,536)

53. Instructions and memory address are represented by

- A) Character code

B) Binary codes

C) Binary word

D) Parity bit

Ans : B (Binary codes)

54. The terminal device that functions as a cash register, computer terminal, and OCR reader is the:

- A) Data collection terminal
- B) OCR register terminal
- C) Video Display terminal
- D) POS terminal

Ans : D (POS terminal)

55. A set of flip flops integrated together is called

- A) Counter
- B) Adder
- C) Register
- D) None of the above

Ans : C (Register)

56. People often call as the brain of computer system

- A) Control Unit
- B) Arithmetic Logic Unit
- C) Central Processing Unit
- D) Storage Unit

Ans : C (Central Processing Unit)

57. Which is used for manufacturing chip's?

- A) Bus
- B) Control unit

- C) Semiconductors
- D) A and b only

Ans : C (Semiconductor)

58. The value of each bead in heaven is

- A) 1
- B) 3
- C) 5
- D) 7

Ans : A (1)

59. The first computer introduced in Nepal was

- A) IBM 1400
- B) IBM 1401
- C) IBM 1402
- D) IBM1402

Ans : B (IBM 1401)

60. Mnemonic a memory trick is used in which of the following language?

- A) Machine language
- B) Assembly language
- C) High level language
- D) None of above

Ans : B (Assembly Language)

61. Instruction in computer languages consists of

- A) OPCODE
- B) OPERAND
- C) Both of above
- D) None of above

Ans : C (Both of above)

62. Which generation of computer is still under development

- A) Fourth Generation
- B) Fifth Generation
- C) Sixth Generation
- D) Seventh Generation

Ans : B (Fifth Generation)

63. A register organized to allow to move left or right operations is called a

- A) Counter
- B) Loader
- C) Adder
- D) Shift register

Ans : D (Shift register)

64. Which was the most popular first generation computer?

- A) IBM 650
- B) IBM 360
- C) IBM 1130
- D) IBM 2700

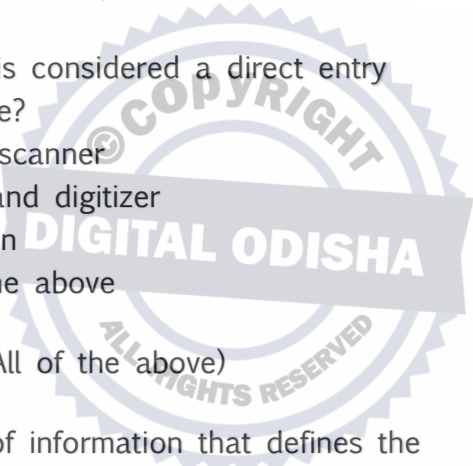
Ans : A (IBM 650)

65. Which is considered a direct entry input device?

- A) Optical scanner
- B) Mouse and digitizer
- C) Light pen
- D) All of the above

Ans : D (All of the above)

66. A set of information that defines the status of resources allocated to a process is



- A) Process control
- B) ALU
- C) Register Unit
- D) Process description

Ans : D (Process description)

67. Each set of Napier's bones consisted of rods.

- A) 5
- B) 9
- C) 11
- D) 13

Ans : C (11)

68. BCD is

- A) Binary Coded Decimal
- B) Bit Coded Decimal
- C) Binary Coded Digit
- D) Bit Coded Digit

Ans : A (Binary Coded Decimal)

69. When was the world's first laptop computer introduced in the market and by whom?

- A) Hewlett-Packard, 1980
- B) Osborne - 1, 1981
- C) Laplink Traveling Software Inc, 1982
- D) Tandy Model-200, 1985

Ans : B (Osborne - 1, 1981)

70. From which generation operating systems were developed?

- A) First
- B) Second

- C) Third
- D) Fourth

Ans : C (Third)

71. The first firm to mass-market a microcomputer as a personal computer was

- A) IBM
- B) Super UNIVAC
- C) Radio Shaks
- D) Data General Corporation

Ans : C (Radio Shaks)

72. How many address lines are needed to address each machine location in a 2048 x 4 memory chip?

- A) 10
- B) 11
- C) 8
- D) 12

Ans : B (11)

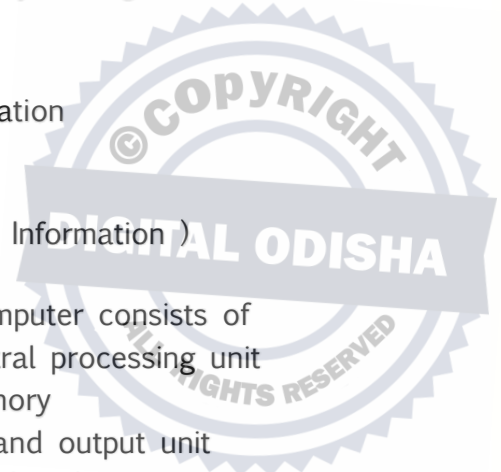
73. Properly arranged data is called

- A) Field
- B) Words
- C) Information
- D) File

Ans : C (Information)

74. A computer consists of

- A) A central processing unit
- B) A memory
- C) Input and output unit
- D) All of the above



Ans : D (All of above)

75. Why are vacuum tubes also called valves?

- A) Because they can amplify the weak signals and make them strong
- B) Because they can stop or allow the flow of current
- C) Both of above
- D) None of above

Ans : B (Because they can amplify the weak signals and make them strong)

76. John Napier invented Logarithm in

- A) 1614
- B) 1617
- C) 1620
- D) None of above

Ans : A (1614)

77. An integrated circuit is

- A) A complicated circuit
- B) An integrating device
- C) Much costlier than a single transistor
- D) Fabricated on a tiny silicon chip

Ans : D (Fabricated on a tiny silicon chip)

78. What type of control pins are needed in a microprocessor to regulate traffic on the bus, in order to prevent two devices from trying to use it at the same time?

- A) Bus control
- B) Interrupts
- C) Bus arbitration
- D) Status

Ans : C (Bus arbitration)

79. Where as a computer mouse moves over the table surface, the trackball is

- A) Stationary
- B) Difficult to move
- C) Dragged
- D) Moved in small steps

Ans : A (Stationary)

80. Which of the following is used as a primary storage device?

- A) Magnetic drum
- B) Hard Disks
- C) Floppy
- D) All of above

Ans : A (Magnetic drum)

81. Multi user systems provided cost savings for small business because they use a single processing unit to link several

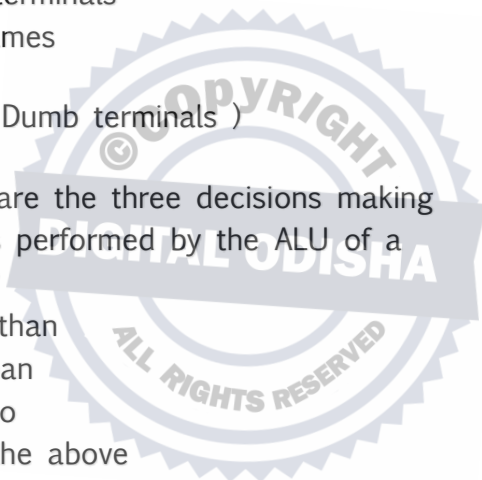
- A) Personal computers
- B) Workstations
- C) Dumb terminals
- D) Mainframes

Ans : C (Dumb terminals)

82. What are the three decisions making operations performed by the ALU of a computer?

- A) Greater than
- B) Less than
- C) Equal to
- D) All of the above

Ans : D (All of above)



83. The word processing task associated with changing the appearance of a document is

- A) Editing
- B) Writing
- C) Formatting
- D) All of above

Ans : C (Formatting)

84. Nepal brought a computer for census of 2028 BS. This computer was of

- A) first generation
- B) second generation
- C) third generation
- D) fourth generation

Ans : B (Second generation)

85. Algorithm and Flow chart help us to

- A) Know the memory capacity
- B) Identify the base of a number system
- C) Direct the output to a printer
- D) Specify the problem completely and clearly

Ans : D (Specify the problem completely and clearly)

86. Which statement is valid about computer program?

- A) It is understood by a computer
- B) It is understood by programmer
- C) It is understood user
- D) Both a & b

Ans : D (Both a & b)

87. The difference between memory and storage is that memory is and storage is

- A) Temporary, permanent
- B) Permanent, temporary
- C) Slow, fast
- D) All of above

Ans : A (Temporary, permanent)

88. When was Pascaline invented?

- A) 1617
- B) 1620
- C) 1642
- D) 1837

Ans : C (1642)

89. Which of the following statement is valid?

- A) Lady Augusta is the first programmer
- B) Ada is the daughter of Lord Byron, a famous English poet
- C) ADA is a programming language developed by US Defense
- D) All of above

Ans : D (All of above)

90. A compiler is a translating program which

- A) Translates instruction of a high level language into machine language
- B) Translates entire source program into machine language program
- C) It is not involved in program's execution
- D) All of above

Ans : D (All of above)

91. What is required when more than one person uses a central computer at the same time?

- A) Light pen
- B) Mouse
- C) Digitizer
- D) Terminal

Ans : D (Terminal)

92. Which of the following is the first computer to use Stored Program Concept?

- A) UNIVAC
- B) ENIAC
- C) EDSAC
- D) None of above

Ans : C (EDSAC)

93. The term gigabyte refers to

- A) 1024 bytes
- B) 1024 kilobytes
- C) 1024 megabytes
- D) 1024 gigabyte

Ans : C (1024 megabytes)

94. In which year was UK's premier computing event started?

- A) 1980
- B) 1985
- C) 1986
- D) 1987

Ans : A (1980)

95. Once you load the suitable program and provide required data, computer does not need human intervention. This feature

is known as

- A) Accuracy
- B) Reliability
- C) Versatility
- D) Automatic

Ans : D (Automatic)

96. What is a brand?

- A) The name of companies that made computers
- B) The name of product a company gives to identify its product in market
- C) A name of class to indicate all similar products from different companies
- D) All of above

Ans : B (The name of product a company gives to identify its product in market)

97. Machine language is

- A) Machine dependent
- B) Difficult to program
- C) Error prone
- D) All of above

Ans : D (All of above)

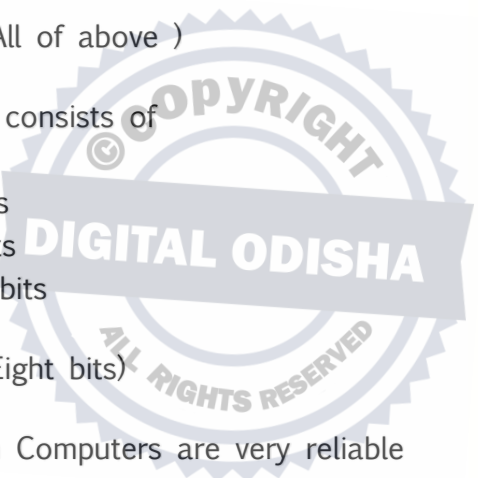
98. A byte consists of

- A) One bit
- B) Four bits
- C) Eight bits
- D) Sixteen bits

Ans : C (Eight bits)

99. Modern Computers are very reliable but they are not

- A) Fast



- B) Powerful
- C) Infallible
- D) Cheap

Ans : C (Infallible)

100. What is the date when Babbage conceived Analytical engine

- A) 1642
- B) 1837
- C) 1880
- D) 1850

Ans : B (1837)

101. What was the expected feature of fifth generation computers when Japan started FGCS (Fifth Generation Computer Systems Project)?

- A) Operating Systems
- B) Parallel Processing
- C) ULSI
- D) None of above

Ans : B (Parallel Processing)

102. Which of the following memory medium is not used as main memory system?

- A) Magnetic core
- B) Semiconductor
- C) Magnetic tape
- D) Both semiconductor and magnetic tape

Ans : C (Magnetic Tape)

103. The storage subsystem in a microcomputer consists mainly of or media

with varying capacities

- A) Memory or video
- B) Magnetic or optical
- C) Optical or memory
- D) Video or magnetic

Ans : B (Magnetic or optical)

104. Programs designed to perform specific tasks is known as

- A) system software
- B) application software
- C) utility programs
- D) operating system

Ans : B (Application software)

105. Computer operators

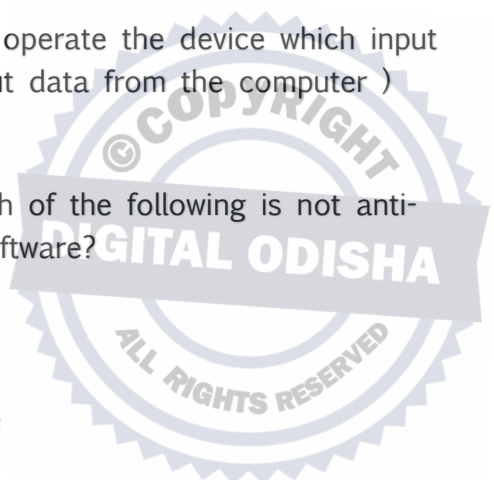
- A) writes computer programs for specific problems
- B) operate the device which input and output data from the computer
- C) normally require a college degree in computer science
- D) all of the above

Ans : B (operate the device which input and output data from the computer)

106. Which of the following is not anti-viruses software?

- A) NAV
- B) F-Prot
- C) Oracle
- D) McAfee

Ans : C (Oracle)



107. What is a compiler?

- A) A compiler does a conversion line by line as the program is run
- B) A compiler converts the whole of a higher level program code into machine code in one step
- C) A compiler is a general purpose language providing very efficient execution
- D) None of the above

Ans : B (A compiler converts the whole of a higher level program code into machine code in one step)

108. computers are also called personal computers

- A) Mainframe Computer
- B) Mini Computers
- C) Micro Computers
- D) Super Computers

Ans : C (Micro Computer)

109. Which of the following is not input unit device?

- A) scanner
- B) camera
- C) plotter
- D) digitizer

Ans : C (plotter)

110. Identify the correct statement

- A) IBM PCs used RISC CPU designs
- B) Macintosh used CISC CPU design
- C) IBM used CISC CPU design
- D) None of above is true

Ans : C (IBM used CISC CPU Designs)

111. Which of the following statement is false?

- A) Mechanical analog computers have existed for thousands of years
- B) There are mechanical analog computers and electronic analog computers.
- C) All electronic computers are digital computers
- D) All of above are false

Ans : C (All electronic computers are digital computers)

112. Which of the following require large computers memory?

- A) Imaging
- B) Graphics
- C) Voice
- D) All of Above

Ans : D (All of above)

113. Which of the following is machine independent program?

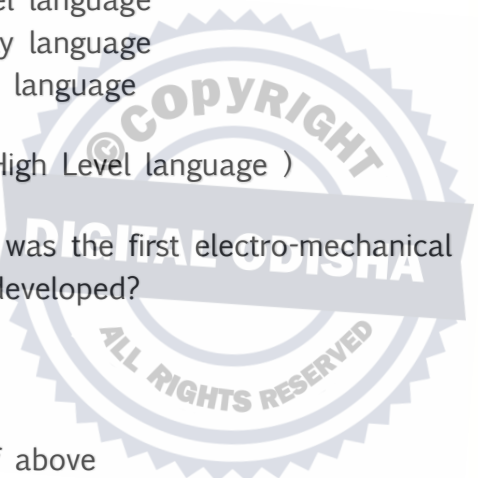
- A) High level language
- B) Low level language
- C) Assembly language
- D) Machine language

Ans : A (High Level language)

114. When was the first electro-mechanical computer developed?

- A) 1880
- B) 1990
- C) 1944
- D) None of above

Ans : C (1944)



115. The first machine to successfully perform a long series of arithmetic and logical operations was:

- A) ENIAC
- B) Mark-I
- C) Analytic Engine
- D) UNIVAC-1

Ans : B (Mark-I)

116. Which one is the largest space?

- A) kilobyte
- B) petabyte
- C) terabyte
- D) gigabyte

Ans : B (petabyte)

117. FORTRAN programming language is more suitable for

- A) Business Applications
- B) Marketing Applications
- C) Scientific Applications
- D) None of the above

Ans : C (Scientific Application)

118. The brain of any computer system is

- A) Control Unit
- B) Arithmetic Logic Unit
- C) Central Processing Unit
- D) Storage Unit

Ans : C (Central Processing Unit)

119. Analog computer works on the supply of

- A) Continuous electrical pulses
- B) Electrical pulses but not continuous

- C) Magnetic strength
- D) None of the above

Ans : A (Continuous electrical pules)

120. An error in software or hardware is called a bug. What is the alternative computer jargon for it?

- A) Leech
- B) Squid
- C) Slug
- D) Glitch

Ans : D (Glitch)

121. The advantage of COM are its and

- A) Compact size; speed readability
- B) Compact size, speed
- C) Readability; speed
- D) Low cost; readability

Ans : A (Compact size; speed readability)

122. The BIOS is the abbreviation of .

- A) Basic Input Output System
- B) Best Input Output System
- C) Basic Input Output Symbol
- D) Base Input Output System

Ans : A (Basic Input Output System)

123. Which printer is very commonly used for desktop publishing?

- A) Laser printer
- B) Inkjet printer
- C) Daisywheel printer
- D) Dot matrix printer

Ans : A (Laser printer)

124. IBM 1401 is

- A) First Generation Computer
- B) Second Generation Computer
- C) Third Generation Computer
- D) Fourth Generation Computer

Ans : B (Second Generation Computer)

125. Most of the first generation computers were

- A) Special purpose computers
- B) General purpose computers
- C) Both of above
- D) None of above

Ans : A (Special purpose computers)

126. Floppy disks typically in diameter

- A) 3
- B) 5.25
- C) 8
- D) All of above

Ans : D (All of above)

127. The output quality of a printer is measured by

- A) Dot per inch
- B) Dot per sq. inch
- C) Dots printed per unit time
- D) All of above

Ans : B (Dot per sq. inch)

128. On a PC, how much memory is available to application software?

- A) 1024 KB
- B) 760 KB

- C) 640 KB
- D) 560 KB

Ans : C (640 KB)

129. In a computer is capable to store single binary bit.

- A) Capacitor
- B) Flip flop
- C) Register
- D) Inductor

Ans : B (Flip flop)

130. What does DMA stand for?

- A) Distinct Memory Access
- B) Direct Memory Access
- C) Direct Module Access
- D) Direct Memory Allocation

Ans : B (Direct Memory Access)

131. Who invented Integrated Circuits?

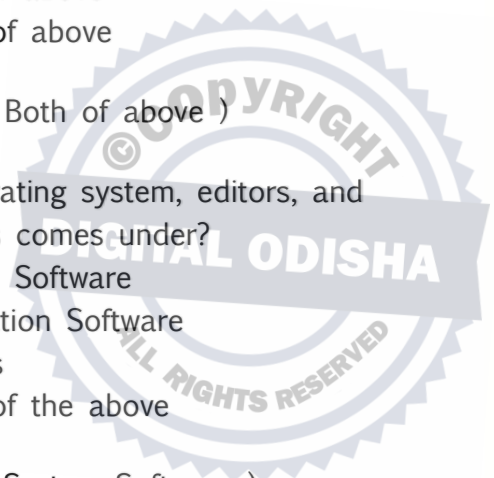
- A) Jack Kilby
- B) Robert Noyce
- C) Both of above
- D) None of above

Ans : C (Both of above)

132. Operating system, editors, and debuggers comes under?

- A) System Software
- B) Application Software
- C) Utilities
- D) None of the above

Ans : A (System Software)



133. One computer that is not considered a portable is

- A) Minicomputer
- B) Laptop computer
- C) Notebook computer
- D) All of above

Ans : A (Minicomputer)

134. Which of the following is not an electronic computer?

- A) ENIAC
- B) ABC
- C) UNIVAC
- D) EDVAC

Ans : B (ABC)

135. What is the name of the display feature that highlights are of the screen which requires operator attention?

- A) Pixel
- B) Reverse video
- C) Touch screen
- D) Cursor

Ans : B (Reverse video)

136. Which is the largest computer?

- A) Mainframe Computer
- B) Mini Computers
- C) Micro Computers
- D) Super Computers

Ans : A (Mainframe Computer)

137. Which of the following are the best units of data on an external storage device?

- A) Bits
- B) Bytes
- C) Hertz
- D) Clock cycles

Ans : B (Bytes)

138. The personal computer industry was started by

- A) IBM
- B) Apple
- C) Compaq
- D) HCL

Ans : A (IBM)

139. What is meant by a dedicated computer?

- A) Which is used by one person only
- B) Which is assigned one and only one task
- C) Which uses one kind of software
- D) Which is meant for application software

Ans : B (Which is assigned one and only one task)

140. Which programming languages are classified as low level languages?

- A) Basic, COBOL, FORTRAN
- B) Prolog 2, Expert Systems
- C) Knowledge based Systems
- D) Assembly Languages

Ans : D (Assembly Languages)

141. What was the main disadvantage of vacuum tubes?

- A) They were larger in size

- B) They consumed a lot of electricity
- C) They produced heat and often burned out
- D) The operation cost was high

Ans : C (They produced heat and often burned out)

142. Registers, which are partially visible to users and used to hold conditional, are known as

- A) PC
- B) Memory address registers
- C) General purpose register
- D) Flags

Ans : C (General purpose register)

143. Which is not a computer of first generation?

- A) ENIAC
- B) UNIVAC
- C) IBM 360
- D) IBM 1401

Ans : D (IBM 1401)

144. Registers which are partially visible to users and used to hold conditional codes (bits set by the CPU hardware as the result of operations), are known as

- A) PC
- B) Flags
- C) Memory Address Registers
- D) General Purpose Registers

Ans : B (Flags)

145. Who invented vacuum tubes?

- A) John Bardeen
- B) William Shockley
- C) Lee de Forest
- D) All of above

Ans : C (Lee de Forest)

146. An approach that permits the computer to work on several programs instead of one is

- A) On-line thesaurus
- B) Multiprogramming
- C) Over lapped processing
- D) Outline processor

Ans : C (Over lapped processing)

147. Who suggested Stored Program Concept

- A) John Mauchley
- B) J.P. Eckert
- C) John Neumann
- D) Joseph Jacquard

Ans : C (John Neumann)

148. The central processing unit (CPU) consists of

- A) Input, output and processing
- B) Control unit, primary storage, and secondary storage
- C) Control unit, arithmetic-logic unit and primary storage
- D) Control unit, processing, and primary storage

Ans : C (Control unit, arithmetic-logic unit and primary storage)

149. The notable features like keyboards, monitors, GUI were developed in

- A) First generation
- B) Second generation
- C) Third generation
- D) Fourth generation

Ans : C (Third generation)

150. UNIVAC is

- A) Universal Automatic Computer
- B) Universal Array Computer
- C) Unique Automatic Computer
- D) Unvalued Automatic Computer

Ans : A (Universal Automatic Computer)

151. Which is the highest form?

- A) Data
- B) Information
- C) Knowledge
- D) All of above

Ans : C (Knowledge)

152. Who is credited with the idea of using punch cards to control patterns in a waving machine?

- A) Pascal
- B) Hollerith
- C) Babbage
- D) Jacquard

Ans : D (Jacquard)

153. What is an interpreter?

- A) An interpreter does the conversion line by line as the program is run
- B) An interpreter is the representation of

the system being designed

- C) An interpreter is a general purpose language providing very efficient execution
- D) None of the above

Ans : B (An interpreter is the representation of the system being designed)

154. Which is a semi conductor memory?

- A) Dynamic
- B) Static
- C) Bubble
- D) Both a & b

Ans : D (Both a & b)

155. RJ45 UTP cable has Cables.

- A) 2 pair
- B) 3 pair
- C) 4 pair
- D) 5 pair

Ans : C (4 pair)

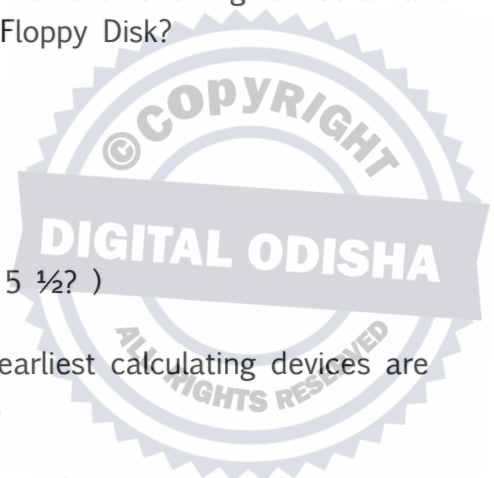
156. Which of the following is not a valid size of a Floppy Disk?

- A) 8?
- B) 5 ¼?
- C) 3 ½?
- D) 5 ½?

Ans : D (5 ½?)

157. The earliest calculating devices are

- A) Abacus
- B) Clock
- C) Difference Engine
- D) None of these



Ans : A (Abacus)

158. Word length of a Personal Computer is

- A) 4 bits
- B) 8 bits
- C) 16 bits
- D) 64 bits

Ans : B (8 bits)

159. What was the first computer to perform all calculation using electronics rather than wheels, ratchets, or mechanical switches?

- A) Mark I
- B) ABC
- C) Z3
- D) None of above

Ans : B (ABC)

160. A directly accessible appointment calendar is feature of a resident package

- A) CPU
- B) Memory
- C) Buffer
- D) ALU

Ans : B (Memory)

161. Which unit converts computer data into human readable form?

- A) Input unit
- B) Output unit
- C) ALU
- D) Control Unit

Ans : B (Output unit)

162. The full form of ALU is

- A) Arithmetic Logic Unit
- B) Array Logic Unit
- C) Application Logic Unit
- D) None of above

Ans : A (Arithmetic Logic Unit)

163. What produces useful information out of data?

- A) Computer
- B) Processing
- C) Programming
- D) none of above

Ans : B (Processing)

164. Which of the following device was not invented by Babbage?

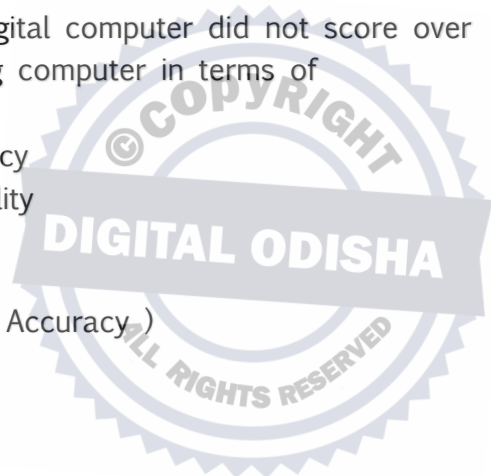
- A) Pascaline
- B) Difference Engine
- C) Analytical Engine
- D) None of above

Ans : A (Pascaline)

165. A digital computer did not score over an analog computer in terms of

- A) Speed
- B) Accuracy
- C) Reliability
- D) Cost

Ans : B (Accuracy)



166. Which number system is usually followed in a typical 32-bit computer?

- A) Binary
- B) Decimal
- C) Hexadecimal
- D) Octal

Ans : A (Binary)

167. A computer has very low failure rate because it uses electronic components. It produces very consistent results. This is highlighted by which of the feature of computer?

- A) Accuracy
- B) Reliability
- C) Versatility
- D) Automatic

Ans : B (Reliability)

168. A paper printout of a document is known as

- A) Softcopy output
- B) Hardcopy output
- C) Permanent Output
- D) All of above

Ans : B ()

169. Which electronic component was made out of semiconductor material?

- A) Vacuum tubes
- B) Transistors
- C) ICs
- D) All of above

Ans : C (ICs)

170. The act of retrieving existing data from memory is called

- A) Read-out
- B) Read from
- C) Read
- D) All of above

Ans : D (All of above)

171. Which part of the computer is used for calculating and comparing?

- A) Disk unit
- B) Control unit
- C) ALU
- D) Modem

Ans : C (ALU)

172. ABC is a

- A) Special purpose computer
- B) General purpose computer
- C) All Purpose Computer
- D) None of above

Ans : A (Special purpose computer)

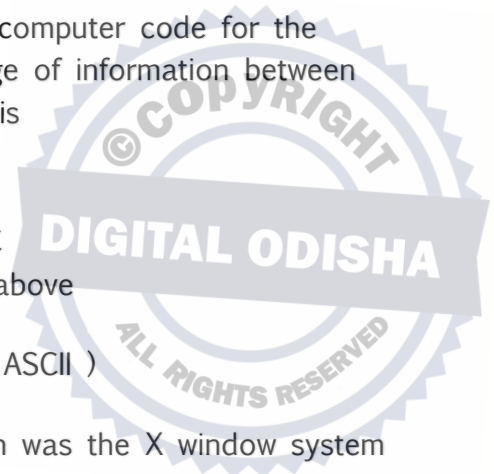
173. The computer code for the interchange of information between terminals is

- A) ASCII
- B) BCD
- C) EBCDIC
- D) All of above

Ans : A (ASCII)

174. When was the X window system born?

- A) 1984



- B) 1989
- C) 1988
- D) 1990

Ans : A (1984)

175. What is the first stage in software development?

- A) Specification and design
- B) Testing
- C) System Analysis
- D) Maintenance

Ans : C (System Analysis)

176. Which of the following is valid statement?

- A) Data in itself is useless unless it is processed
- B) The data that is processed is called a program
- C) The data which is not yet processed is information
- D) Information is processed by computer to generate data.

Ans : A (Data in itself is useless unless it is processed

177. The Second Generation Computer was based on .

- A) Vacuum Tube
- B) Silicon Chips
- C) Transistor
- D) Bio Chips

Ans : C (Transistor)

178. EBCDIC stands for

- A) Extended Binary Coded Decimal Interchange Code
- B) Extended Bit Code Decimal Interchange Code
- C) Extended Bit Case Decimal Interchange Code
- D) Extended Binary Case Decimal Interchange Code

Ans : A (Extended Binary Coded Decimal Interchange Code)

179. Personnel who design, program, operates and maintains computer equipment refers to

- A) Console-operator
- B) Programmer
- C) Peopleware
- D) System Analyst

Ans : C (Peopleware)

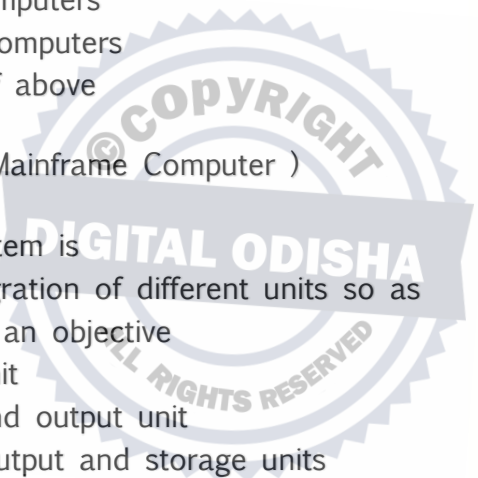
180. IBM System/360 is

- A) Mainframe Computer
- B) Mini Computers
- C) Micro Computers
- D) None of above

Ans : A (Mainframe Computer)

181. A system is

- A) an integration of different units so as to achieve an objective
- B) input unit
- C) input and output unit
- D) input, output and storage units



Ans : A (an integration of different units so as to achieve an objective)

182. Which of the following programming language started from second generation?

- A) Cobol
- B) BASIC
- C) C
- D) LISP

Ans : A (Cobol)

183. The translator program used in assembly language is called

- A) Compiler
- B) Interpreter
- C) Assembler
- D) Translator

Ans : C (Assembler)

184. EEPROM stands for

- A) Electrically Erasable Programmable Read Only Memory
- B) Easily Erasable Programmable Read Only Memory
- C) Electronic Erasable Programmable Read Only Memory
- D) None of the above

Ans : A (Electrically Erasable Programmable Read Only Memory)

185. Regarding data, computers are very good at

- A) store
- B) Processing
- C) retrieve
- D) All of above

Ans : D (All of above)

186. Bit map terminal

- A) support display containing multiple windows
- B) require considerable amount of video RAM
- C) requires tremendous amount of copying and hence low performance
- D) all of above

Ans : D (all of above)

187. First generation computers used for memory

- A) vacuum tubes
- B) silicon chips
- C) magnetic drum
- D) RAM

Ans : C (magnetic drum)

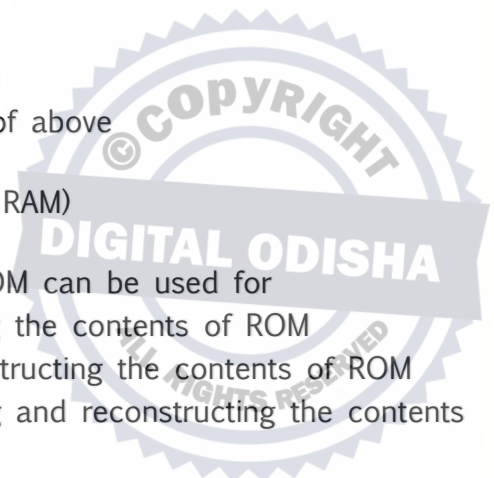
188. Which of the following memories allows simultaneous read and write operations?

- A) ROM
- B) RAM
- C) EPROM
- D) None of above

Ans : B (RAM)

189. EPROM can be used for

- A) Erasing the contents of ROM
- B) Reconstructing the contents of ROM
- C) Erasing and reconstructing the contents of ROM
- D) Duplicating ROM



Ans : C (Erasing and reconstructing the contents of ROM)

190. ENIAC uses

- A) Decimal Numbering System
- B) Octal Numbering System
- C) Binary Numbering System
- D) Hexadecimal Numbering System

Ans : A (Decimal Numbering System)

191. A term associated with the comparison of processing speeds of different computer system is:

- A) EFTS
- B) MPG
- C) MIPS
- D) CPS

Ans : C (MIPS)

192. which of the following is problem oriented language?

- A) High level language
- B) Machine language
- C) Assembly language
- D) Low level language

Ans : A (High level language)

193. A 32 bit microprocessor has the word length equal to

- A) 2 byte
- B) 32 byte
- C) 4 byte
- D) 8 byte

Ans : C (4 byte)

194. The term GIGO is related to

- A) Accuracy
- B) Reliability
- C) Versatility
- D) Automatic

Ans : A (Accuracy)

195. Web cam is an

- A) input unit device
- B) output unit device
- C) processing device
- D) Input and Output device

Ans : A (input unit device)

196. Bit stands for

- A) Binary digits
- B) bit of system
- C) a part of byte
- D) All of above

Ans : A (Binary digits)

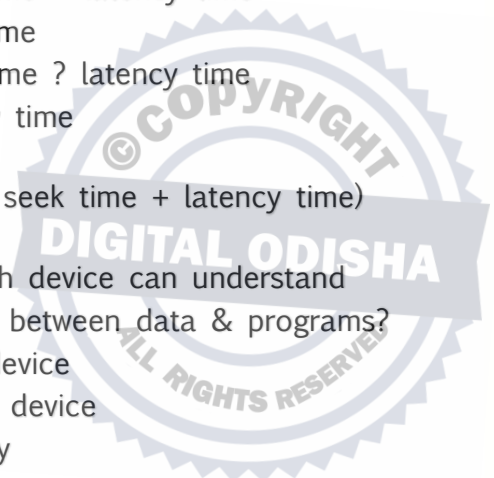
197. Access time is

- A) seek time + latency time
- B) seek time
- C) seek time ? latency time
- D) latency time

Ans : A (seek time + latency time)

198. Which device can understand difference between data & programs?

- A) Input device
- B) Output device
- C) Memory
- D) Microprocessor



Ans : D (Microprocessor)

199. Which of the following is a read only memory storage device?

- A) Floppy Disk
- B) CD-ROM
- C) Hard Disk
- D) None of these

Ans : B (CD-ROM)

200. Symbolic logic was discovered by

- A) George Boole
- B) Herman Hollerith
- C) Van Neumann
- D) Basic Pascal

Ans : A (George Boole)

201. Which of the following is not valid statement?

- A) Hard is referred to mean something temporary
- B) Hard is used to mean something tangible
- C) Soft is used to mean something permanent
- D) Soft is used to mean something tangible

Ans : B (Hard is used to mean something tangible)

202. Digital devices are

- A) Digital Clock
- B) Automobile speed meter
- C) Clock with a dial and two hands
- D) All of the

Ans : A (Digital Clock)

203. Primary memory stores

- A) Data alone
- B) Programs alone
- C) Results alone
- D) All of these

Ans : D (All of these)

204. After copying the content how many times can you paste?

- A) 1
- B) 16
- C) 32
- D) Many

Ans : D (Many)

205. WAN stands for

- A) Wap Area Network
- B) Wide Area Network
- C) Wide Array Net
- D) Wireless Area Network

Ans : B (Wide Area Network)

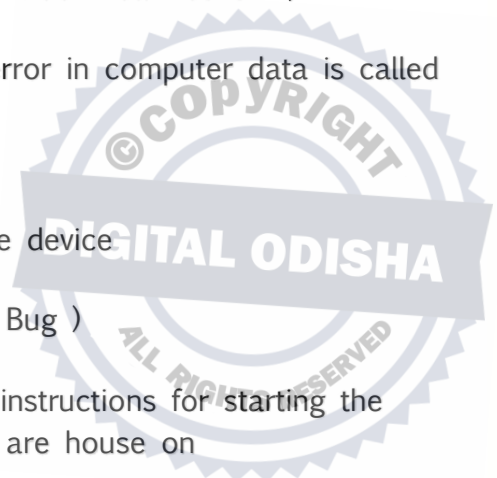
206. An error in computer data is called

- A) Chip
- B) Bug
- C) CPU
- D) Storage device

Ans : B (Bug)

207. The instructions for starting the computer are house on

- A) Random access memory
- B) CD-Rom



- C) Read only memory chip
- D) All of above

Ans : C (Read only memory chip)

208. 1 nibble equals to

- A) 1 bits
- B) 2 bits
- C) 4 bits
- D) 8 bits

Ans : C (4 bits)

209. Perforated paper used as input of output media is known as

- A) paper tapes
- B) magnetic tape
- C) punched papers tape
- D) card punch

Ans : A (paper tapes)

210. The secondary storage devices can only store data but they cannot perform

- A) Arithmetic Operation
- B) Logic operation
- C) Fetch operations
- D) Either of the above

Ans : D (Either of the above)

211. Which American computer company is called Big Blue?

- A) Microsoft
- B) Compaq Corp
- C) IBM
- D) Tandy Svenson

Ans : C (IBM)

212. It was in 2028 BS the was brought in to calculate census data.

- A) IBM 1400
- B) IBM 1401
- C) ICL 2950
- D) None of above

Ans : B (IBM 1401)

213. Who is the inventor of ABC Computer?

- A) John v. Atanasoff
- B) Clifford Berry
- C) Both of above
- D) None of above

Ans : C (Both of above)

214. Which of the following is the largest unit?

- A) data
- B) field
- C) record
- D) database file

Ans : D (database file)

215. Find out who is not the inventor of transistors among following names

- A) John Burdeen
- B) William Shockley
- C) Walter Brattain
- D) Lee de Forest

Ans : D (Lee de Forest)

216. Which of the following is not true for a magnetic disk?

- A) It is expensive relative to magnetic tape

- B) It provides only sequential access to stored data
- C) Users can easily update records by writing over the old data
- D) All of above

Ans : B (It provides only sequential access to stored data)

217. A disadvantage of the laser printer is
- A) It is quieter than an impact printer
 - B) It is very slow
 - C) The output is of a lower quality
 - D) None of the above

Ans : D (None of the above)

218. The most commonly used standard data code to represent alphabetical, numerical and punctuation characters used in electronic data processing system is called
- A) ASCII
 - B) EBCDIC
 - C) BCD
 - D) All of above

Ans : A (ASCII)

219. Which access method is used to access cassette tape?
- A) Direct
 - B) Sequential
 - C) Both of the above
 - D) None of the above

Ans : B (Sequential)

220. A Compiler is
- A) a combination of computer hardware
 - B) a program which translates from one high-level language to another
 - C) a program which translates from one high-level to a machine level language
 - D) None of these

Ans : C (a program which translates from one high-level to a machine level language)

221. Which unit holds data temporarily?
- A) Input unit
 - B) Secondary storage unit
 - C) Output Unit
 - D) Primary Memory Unit

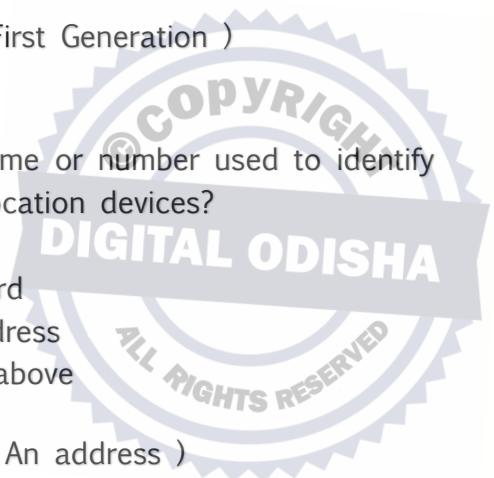
Ans : D (Primary Memory Unit)

222. The computer size was very large in
- A) First Generation
 - B) Second Generation
 - C) Third Generation
 - D) Fourth Generation

Ans: A (First Generation)

223. A name or number used to identify storage location devices?
- A) A byte
 - B) A record
 - C) An address
 - D) All of above

Ans : C (An address)



224. Which of the following is not computer language?

- A) High level language
- B) Medium level language
- C) Low level language
- D) All of the above

Ans : B (Medium level language)

225. Reading data is performed in magnetic disk by

- A) Read/write leads
- B) Sectors
- C) Track
- D) Lower surface

Ans : A (Read/write leads)

226. IBM 7000 digital computer

- A) Belongs to second generation
- B) Uses VLSI
- C) Employs semiconductor memory
- D) Has modular constructions

Ans : D (Has modular constructions)

227. Which of the following is not electro-mechanical computer?

- A) Mark I
- B) ABC
- C) Zuse
- D) UNIVAC

Ans : D (UNIVAC)

228. The term 'computer' is derived from

- A) Greek language
- B) Sanskrit language

C) Latin language

D) German language

Ans : C (Latin language)

229. Which statement is valid about magnetic tape?

- A) It is a plastic ribbon
- B) It is coated on both sides with iron oxide
- C) It can be erased and reused
- D) All of above

Ans : D (All of above)

230. Which of the following is first generation computer?

- A) EDSAC
- B) IBM 1401
- C) CDC 1604
- D) ICL 2950

Ans : A (EDSAC)

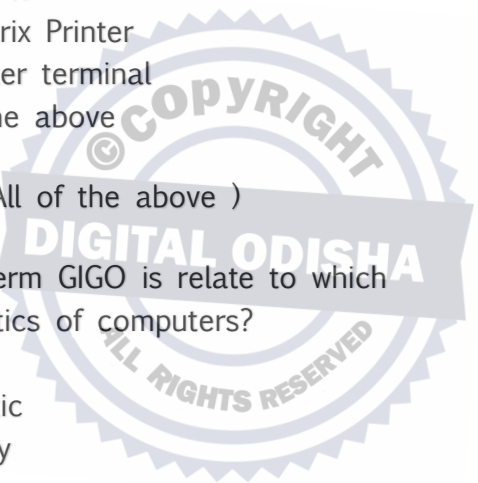
231. A hard copy would be prepared on a

- A) Line printer
- B) Dot matrix Printer
- C) Typewriter terminal
- D) All of the above

Ans : D (All of the above)

232. The term GIGO is relate to which characteristics of computers?

- A) Speed
- B) Automatic
- C) Accuracy
- D) Reliability



Ans : C (Accuracy)

233. Which of the following programming language were used in first generation computers?

- A) Machine language
- B) Assembly language
- C) Both of above
- D) None of above

Ans : A (Machine language)

234. To locate a data item for storage is

- A) Field
- B) Feed
- C) Database
- D) Fetch

Ans : D (Fetch)

235. Who used punched cards practically for the first time in the history of computers?

- A) Charles Babbage
- B) Dr. Herman Hollerith
- C) Howard Aikin
- D) Joseph Jacquard

Ans : B (Dr. Herman Hollerith)

236. Hard disk is coated in both sides with

- A) Magnetic metallic oxide
- B) Optical metallic oxide
- C) Carbon layer
- D) All of the above

Ans : A (Magnetic metallic oxide)

237. Which of the following term means to reckon?

- A) putare
- B) com
- C) computa
- D) computar

Ans : A (putare)

238. An input /output device at which data enters or leaves a computer system is

- A) Keyboard
- B) Terminal
- C) Printer
- D) Plotter

Ans : B (Terminal)

239. Which of the following is first generation of computer

- A) EDSAC
- B) IBM-1401
- C) CDC-1604
- D) ICL-2900

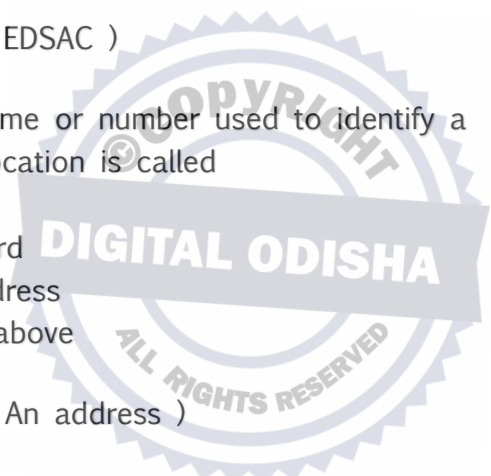
Ans : A (EDSAC)

240. A name or number used to identify a storage location is called

- A) A byte
- B) A record
- C) An address
- D) All of above

Ans : C (An address)

241. Computer professionals working in a computer centre are



- A) Software
- B) Firmware
- C) Hardware
- D) Humanware

Ans : D (Humanware)

242. The first general purpose electronic computer in the world was

- A) UNIVAC
- B) EDVAC
- C) ENIAC
- D) All of above

Ans : C (ENIAC)

243. The contents of information are stored in

- A) Memory data register
- B) Memory address register
- C) Memory arithmetic registers
- D) Memory access register

Ans : A (Memory data register)

244. Which of the following is correct full form of BCD?

- A) Binary Coded Decimal
- B) Bit Coded Decimal
- C) Binary Coded Digit
- D) Bit Coded Digit

Ans : A (Binary Coded Decimal)

245. Which was the world's first microcomputer that used Intel 80386 microprocessor chip?

- A) IBM PS/2
- B) HP-9830

- C) DeskPro-386
- D) IBM-360

Ans : C (DeskPro-386)

246. The qualitative or quantitative attribute of a variable or set of variables is termed as

- A) data
- B) information
- C) both of above
- D) none of above

Ans : A (data)

247. Main storage is also called

- A) Accumulator
- B) Control Unit
- C) Register Unit
- D) Memory

Ans : D (Memory)

248. Which of the following are (is) considered to be video component?

- A) Resolution
- B) Color depth
- C) Refresh rate
- D) All of the above

Ans : D (All of the above)

249. For what Antikythera was used?

- A) For counting
- B) For Calculating tax collection
- C) For calculating astronomical positions
- D) For calculating firing weapons

Ans : C (For calculating astronomical positions)

250. Memory unit is one part of

- A) Input device
- B) Control unit
- C) Output device
- D) Central Processing Unit

Ans : D (Central Processing Unit)

251. Microprocessors can be used to make

- A) Computer
- B) Digital systems
- C) Calculators
- D) All of the above

Ans : D (All of the above)

252. Which statement is valid about computer program?

- A) High level languages must be converted into machine language to execute
- B) High level language programs are more efficient and faster to execute
- C) It is more difficult to identify errors in high level language program than in low level programs
- D) All of above

Ans : A (High level languages must be converted into machine language to execute)

253. By programmable machine we mean

- A) computers
- B) modern television
- C) washing machines

D) anything that can be set to perform different tasks with suitable programs

Ans : A (computers)

254. Which of the following is a secondary memory device?

- A) Keyboard
- B) Disk
- C) ALU
- D) All of the above

Ans : B (Disk)

255. The memory which is programmed at the time it is manufactured

- A) ROM
- B) RAM
- C) PROM
- D) EPROM

Ans : C (PROM)

256. One of the popular mass storage device is CD ROM. What does CD ROM stand for?

- A) Compactable Read Only Memory
- B) Compact Data Read Only Memory
- C) Compactable Disk Read Only Memory
- D) Compact Disk Read Only Memory

Ans : D (Compact Disk Read Only Memory)

257. Identify the true statement

- A) Computers are 100% accurate but it can suffer from GIGO
- B) Computers are reliable because they use electronic component which have very

low failure rate
C) Computer is never tired and does not suffer from boredom
D) All of above

Ans : D (All of above)

258. FORTRAN is
A) File Translation
B) Format Translation
C) Formula Translation
D) Floppy Translation

Ans : C (Formula Translation)

259. The programs which are as permanent as hardware and stored in ROM is known as
A) Hardware
B) Software
C) Firmware
D) ROM ware

Ans : C (Firmware)

260. Which of the following memories must be refreshed many times per second?
A) Static RAM
B) Dynamic RAM
C) EPROM
D) ROM

Ans : B (Dynamic RAM)

261. What do you call the translator which takes assembly language program as input & produce machine language code as output?
A) Compiler

B) Interpreter
C) Debugger
D) Assembler

Ans : D (Assembler)

262. Serial access memories are useful in applications where
A) Data consists of numbers
B) Short access time is required
C) Each stored word is processed differently
D) Data naturally needs to flow in and out in serial form

Ans : D (Data naturally needs to flow in and out in serial form)

263. In.....mode, the communication channel is used in both directions at the same time?
A) Full-duplex
B) Simplex
C) Half-duplex
D) None of the above

Ans : A (Full-duplex)

264. Who invented Slide Rules?
A) John Napier
B) William Oughtred
C) Gottfried Leibnitz
D) Blaise Pascal

Ans : B (William Oughtred)

265. The proper definition of a modern digital computer is
A) An electronic automated machine that

can solve problems involving words and numbers

- B) A more sophistic and modified electronic pocket calculator
- C) Any machine that can perform mathematical operations
- D) A machine that works on binary code

Ans : A (An electronic automated machine that can solve problems involving words and numbers)

266. Memory is made up of

- A) Set of wires
- B) Set of circuits
- C) Large number of cells
- D) All of these

Ans : C (Large number of cells)

267. Which of the following is the most powerful computers?

- A) Mainframe Computer
- B) Mini Computers
- C) Micro Computers
- D) Super Computers

Ans : D (Super Computers)

268. Which of the printers used in conjunction with computers uses dry ink powder?

- A) Daisy wheel printer
- B) Line printer
- C) Laser printer
- D) Thermal printer

Ans : C (Laser printer)

269. What is the path from which data flow in a computer system is known as

- A) Car
- B) Bus
- C) Truck
- D) Road

Ans : B (Bus)

270. Which term is used to describe RAM?

- A) Dynamic RAM (DRAM)
- B) Static RAM (SRAM)
- C) Video RAM (VRAM)
- D) All of the above

Ans : D (All of the above)

271. In which year was chip used inside the computer for the first time?

- A) 1964
- B) 1975
- C) 1999
- D) 1944

Ans : D ()

272. Assembly language started to be used from

- A) first generation computers
- B) second generation computers
- C) third generation computers
- D) fourth generation computers

Ans : C

273. Which technology is more reliable?

- A) Mechanical
- B) Electro-Mechanical
- C) Electronic

D) For reliability it does not matter. So all of above are reliable

Ans : D ()

274. Which of the following is not an XT microprocessor?

- A) 8006
- B) 8086
- C) 8088
- D) None of above

Ans : A

275. Hard disk is coated in both side with

- A) Magnetic metallic oxide
- B) Optical metallic oxide
- C) Carbon layer
- D) All of the above

Ans : B

276. ASCII stands for

- A) American Stable Code for International Interchange
- B) American Standard Case for Institutional Interchange
- C) American Standard Code for Information Interchange
- D) American Standard Code for Interchange Information

Ans : A

277. Raw facts and figures about any particular topic are

- A) Information
- B) facts

C) data

D) none of above

Ans : C

278. A computer can solve more than one kind of problem. This is related to which of the following characteristics?

- A) Accuracy
- B) Reliability
- C) Versatility
- D) Automatic

Ans : C

279. From which generation computers the printers were used?

- A) first
- B) second
- C) third
- D) fourth

Ans : C

280. How many symbols exist in Baudot code?

- A) 32
- B) 116
- C) 58
- D) 76

Ans : A

281. What was the name of first electronic computer?

- a) Mark-I
- b) Pioneer-I
- c) Apple-I



d) Intel-I

Correct Ans: Mark - I

282. What was the name of developer of Mark-I?

- a) Howard Aiken
- b) Howard End
- c) James Watt
- d) James Jattin

Correct Ans: Howard Aiken

283. How long did Mark-I come In?

- a) 15 meters
- b) 35 meters
- c) 45 meters
- d) 25 meters

Correct Ans: 15 meters

284. What was the computer named Mark-I?

- a) Robot
- b) Engine
- c) Automatic Sequence Controlled Calculator
- d) Digital diary

Correct Ans: Automatic Sequence Controlled Calculator

285. In the initial days of computer which was the device which is replacing for transistor?

- a) vacuum tube
- b) I.C.
- c) Tubes
- d) Mercury

Correct Ans: vacuum tube

286. Who, in time, replaced the vacuum tube?

- a) Vacuum tube
- b) I.C.
- c) Transistor
- d) Receiver

Correct Ans: Transistor

287. What is the generation of computers with Transistor?

- a) First
- b) Second
- c) Third
- d) Fourth

Correct Ans: Second

288. What is the generation of computers with integrated circuits?

- a) First
- b) Second
- c) Third
- d) Fourth

Correct Answer: Third

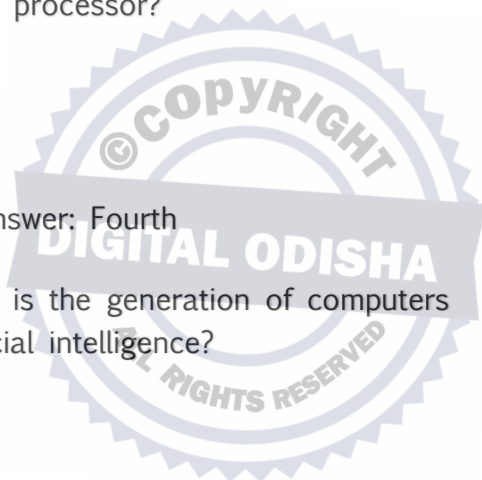
289. What is the generation of computers with Micro processor?

- a) First
- b) Second
- c) Third
- d) Fourth

Correct Answer: Fourth

290. What is the generation of computers with Artificial intelligence?

- a) First
- b) Second
- c) Third



d) None of these

Correct Answer: None of these

291. First-generation computer-

- a) Small in size and slow in movement
- b) The size was big and the speed was sharp
- c) Small in size and sharp in movement
- d) Large in size and slow in movement

Correct Answer: Large in size and slow in movement

292. What was the name of first computer of first generation?

- a) ENIAC
- b) Aryabhatta
- c) Cassmas
- d) Rovers

Correct Answer: ENIAC

293. Who was the developer of first computer of first generation?

- a) Fisher and Jenny
- b) Simon Brothers
- c) Fourieu brothers
- d) J. P. Eckert and J. Dw. Makali

Correct Answer: J. P. Eckert and J. Dw. Makali

294. ENIAC was kept at least in the big room.

- a) 50 X 50 feet
- b) 50 x 100 Feet
- c) 50 X 10 Feet
- d) 50 X 40 Feet

Correct Answer: 50 X 50 Feet

295. What was the main component of ENIAC?

- a) Monitor
- b) Printer
- c) Decoder
- d) Valve

Correct Answer: Valve

296. Each instruction in the computer's vocabulary is a code. What is the unit that changes this code into a fixed control signal?

- A) Control Unit
- B) Logic unit
- C) Program Unit
- D) Operation Unit

Correct Answer: Control Unit

297. ALU and CU are the part of whose ?

- A) Central Processing Unit
- B) Central pump Unit
- C) Central People's Unit
- D) None of these

Correct Answer: Central Processing Unit

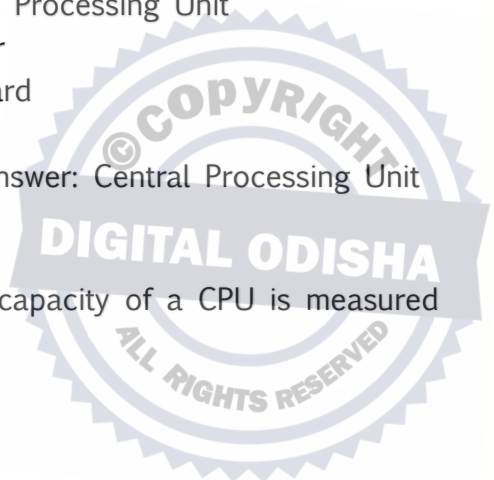
298. What is the computer's control center?

- A) Central Processing Unit
- B) Monitor
- C) Keyboard
- D) Printer

Correct Answer: Central Processing Unit

299. The capacity of a CPU is measured in _____

- A) DPI
- B) PPI
- C) MIPS



D) None of these

Correct Answer: MIPS

300. MIPS whose short form is.

- A) Millions images per Seconds
- B) Million Instructions per Seconds
- C) More Instructions per Seconds
- D) None of these

Correct Answer: Million Instructions per Seconds

301. In the area of ? CPU, Where all the mathematical and logical processes are calculated is called _____

- A) Process Zone
- B) store
- C) logic unit
- D) register

Correct Answer: Logic Unit

302. The size of the register will be as much as the processing speed.

- A) Will be slow
- B) Will be sharp
- C) It will remain as it is
- D) None of these

Correct Answer: Will be sharp

303. Under the integrated circuit technique, how many gates are there on a chip in the medium scale integration.

- A) Fifty
- B) Hundreds
- C) Thousands
- D) Millions

Correct Answer: Hundreds

304. How many gates are there on a chip in a large scale integration ?

A) 1000

B) 2000

C) 3000

D) 4000

Correct Answer: 1000

305. How many gates are there on one chip in Very Large Scale integration?

- A) 100,000,000
- B) 111,111,111
- C) 200,000,000
- D) None of these

Correct Answer: 100,000,000

306. What was the most significant impact of VLSI technology.

- A) It is possible to create full CPU or main memory on a single chip
- B) To become a complete CPU on the same chip
- C) Computer costs are expensive
- D) None of these

Correct Answer: It is possible to create full CPU or main memory on a single chip

307. When did Intel succeed in keeping all the components on a single chip?

- A) 1968 AD
- B) 1970 AD
- C) 1969 AD
- D) 1971 AD

Correct Answer: 1971 AD

308. A single chip processor is also called

- A) Microprocessor
- B) macro processor

- C) transistor
- D) Valve

Correct Answer: Microprocessor

309. Which was the first micro processor.

- A) Intel 4004
- B) Intel 4005
- C) Intel 100
- D) Intel 200

Correct Answer: Intel 4004

310. Intel 4004 was an old-fashioned micro processor. It was made with special purpose. In 1974 the first common-use microprocessor came. What was that?

- A) Intel 7070
- B) Intel 5050
- C) Intel 6060
- D) Intel 8080

Correct Answer: Intel 8080

311. The 8080 microprocessor was _____ bit .

- A) 2
- B) 8
- C) 12
- D) 16

Correct Answer: 8

312. How many transistors were introduced in the Intel 80286 processor.

- A) 100,000
- B) 150,000
- C) 134,000
- D) 130,000

Correct Answer: 134,000

313. When the Intel 80286 processor was invented.

- A) 1980 AD
- B) 1981 AD
- C) 1982 AD
- D) 1983 AD

Correct Answer: 1982 AD

314. How many transistors were used in the processor.

- A) 134,000
- B) 140,000
- C) 150,000
- D) 275,000

Correct Answer: 275,000

315. Processor was how much bit ?

- A) 8
- B) 16
- C) 24
- D) 32

Correct Answer: 32

316. When did Intel announce the invention of the 486 processor?

- A) January 1989
- B) February 1989
- C) March 1989
- D) April 1989

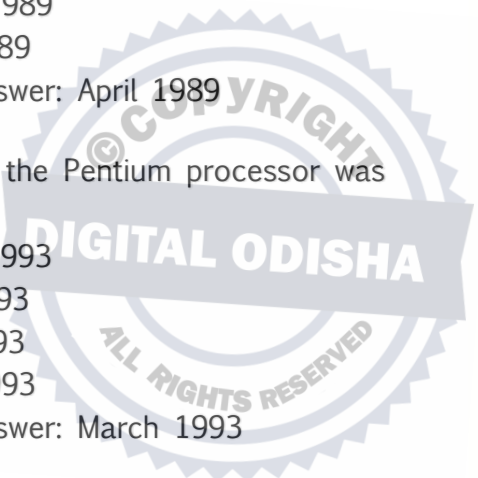
Correct Answer: April 1989

317. When the Pentium processor was invented.

- A) March 1993
- B) April 1993
- C) May 1993
- D) June 1993

Correct Answer: March 1993

318. How many transistors were in the Pentium processor.



- A) More than 31 lakhs
- B) 25 lakhs
- C) 20 lakhs
- D) None of these

Correct Answer: More than 31 lakhs

319. How powerful the Pentium was compared to the 486 processor?

- A) Twice
- B) Three times
- C) Four times
- D) Five times

Correct Answer: Three times

320. Co processor is a subsidiary of microprocessor. Who has given the name of co processor?

- A) Math Co processor or Numeric Co processor
- B) alpha numeric co processor
- C) Assistant processor
- D) None of these

Correct Answer: Math Cop processor or Numeric Co processor

321. Numeric co processor is a chip which is designed for work only It increases the capability of the computer.

- A) Logical
- B) Mathematical
- C) Irrelevant
- D) Philosopher

Correct Answer: Mathematical

322. Which processor does the computer-aided design and 2D and 3D graphics make?

- A) Numeric Coprocessor

- B) alpha numeric coprocessor
- C) Beta coprocessor
- D) Gamma Coprocessor

Correct Answer: Numeric Coprocessor

323. What is called for register of ALU that keeps the result of mathematical logical actions?

- A) Storekeeper
- B) Accumulator
- C) Warehouse
- D) Animator

Correct Answer: Accumulator

324. Stack Pointer is also a register. What is its job?

- A) To locate the location of the stack first
- B) Stacking the stack
- C) Registering
- D) None of these

Correct Answer: To locate the first location of the stack

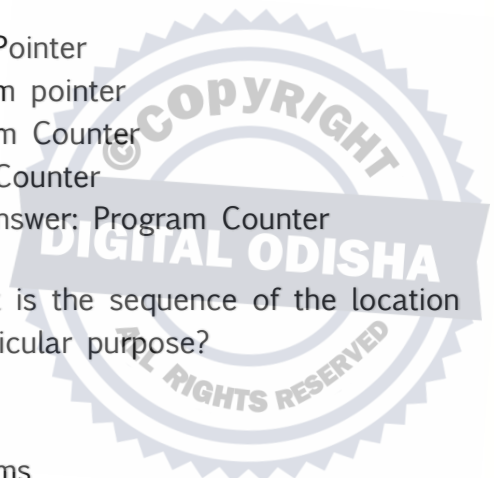
325. The address of next follow-up instructions, which registers keeps in its memory.

- A) Stack Pointer
- B) Program pointer
- C) Program Counter
- D) Stack Counter

Correct Answer: Program Counter

326. What is the sequence of the location for a particular purpose?

- A) Stack
- B) Pointer
- C) Programs



D) Counter

Correct Answer: Stack

327. The number of registers in different computers is

A) Decrease

B) Increasing

C) Varies

D) Stabilize

Correct Answer: Varie

328. Capable of storing data in special quantities Is called register.

A) Equipment

B) valve

C) Resistance

D) Storekeeper

Correct Answer: Equipment

329. Which of the following is needed for the storage of data and instructions and for disposal in the computer?

A) Control Unit

B) Memory

C) Programmer

D) Conductor

Correct Answer: Memory

330. Memory is an instrument that can accept data, store them, and present them later. Memory also is a

A) Semiconductor device

B) is a translator

C) the transmitter is

D) None of these

Correct Answer: Semiconductor Device

331. Memory is also called by _____ name .

A) Primary Storage Section

B) Binary storage section

C) Trussari storage section

D) None of these

Correct Answer: Primary Storage Section

332. What is the MEMORY cell?

A) The basic unit of storage in main memory

B) is a cell

C) There is a battery

D) None of these

Correct Answer: The basic unit of storage in main memory

333. What is the amount of information in a memory cell?

A) 0 bit

B) 1 bit

C) 10 bit

D) 100 bit

Correct Answer: 1 bit

334. How many bits of Micro processor were Pentium.

A) 8

B) 16

C) 24

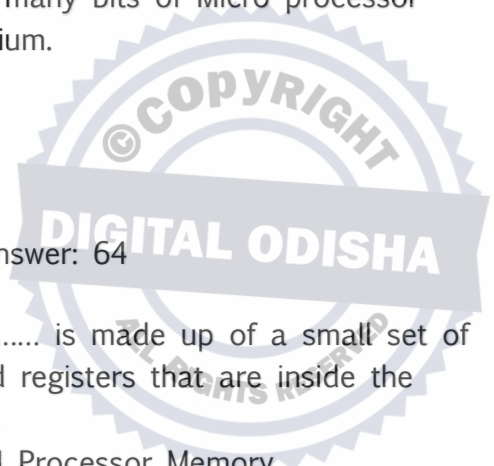
D) 64

Correct Answer: 64

335 is made up of a small set of fast speed registers that are inside the processor.

A) Internal Processor Memory

B) External processor memory



- C) High speed memory
- D) Low speed memory

Correct Answer: Internal Processor Memory

336. How many types of memory in a physical way?

- A) One
- B) Two
- C) Three
- D) Four

Correct Answer: Two

337. Primary memory is also called

- A) Main Memory
- B) Cache memory
- C) Cell memory
- D) None of these

Correct Answer: Main Memory

338. Speed of primary memory is as compared to the internal processor memory.

- A) Slow
- B) Fast
- C) Equal to
- D) None of these

Correct Answer: Slow

339. When the computer is on , primary memory remembers all the instructions and when the computer is closed, all instructions from primary memory is end. What is it called in computer language?

- A) RAM
- B) ROM
- C) CD ROM
- D) None of these

Correct Answer: RAM

340. What is the full form of RAM.

- A) Random Access Memory
- B) Read and Memory
- C) Riped Access Memory
- D) None of these

Correct Answer: Random Access Memory

341. Memory cell is also called

- A) Memory location
- B) Memory light
- C) Memory Room
- D) Memory block

Correct Answer: Memory Location

342. Address of each memory location

..... ..

- A) The same
- B) Not the same
- C) Both types
- D) None of these

Correct Answer: Not the same

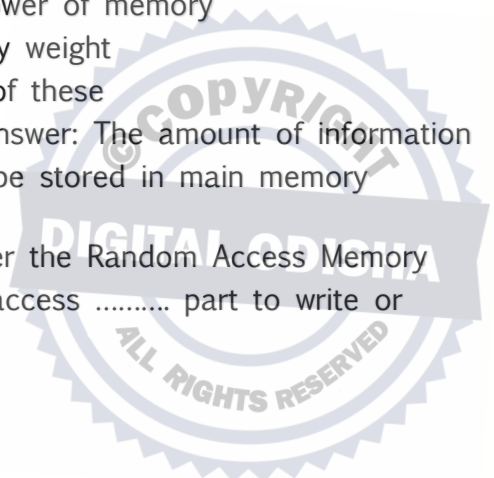
343. What is the memory capability?

- A) The amount of information that can be stored in main memory
- B) The power of memory
- C) Memory weight
- D) None of these

Correct Answer: The amount of information that can be stored in main memory

344. Under the Random Access Memory you can access part to write or read.

- A) Any
- B) Special
- C) Small



D) Big

Correct Answer: Any

345. Rom is another part of the main memory, what is its full form ?

- A) Read Only Memory
- B) Repeat internal Memory
- C) Retreat Only Memory
- D) Rate of Memory

Correct Answer: Read Only Memory

346. Read only memory May go.

- A) Read
- B) Both read and written
- C) Do not read or write
- D) Missed

Correct Answer: Read

347. When can ROM memory be written.

- A) Only at the time of computer creation
- B) any time
- C) Electricity stay
- D) never

Correct Answer: Only at the time of computer creation

348. What is the full form of EPROM. It is also possible to erase it along with writing.

- A) Erasable Proms
- B) Involved Proms
- C) Erectable Proms
- D) Endangered Proms

Correct Answer: Erasable Proms

349. What is the full form of EPROM.

- A) Electrically Erasable proms
- B) Infactly irregular proms
- C) Both

D) None of these

Correct Answer: Electrically Erasable Prams

350. Some memory loses its memory after an interval. They are called _____.

- A) Static Memories
- B) Dynamic Memories
- C) nothing
- D) Both

Correct Answer: Dynamic Memory

351. Which memory does not require refreshing, what does it say?

- A) Static Memories
- B) Dynamic
- C) nothing
- D) Both

Correct Answer: Static Memories

352. What is lost memory when the power is interrupted?

- A) Volatile Memory
- B) Non-volatile memory
- C) Random Memory
- D) Direct Memory

Correct Answer: Volatile Memory

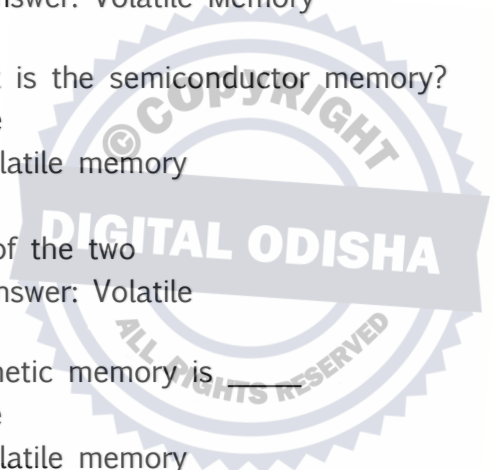
353. What is the semiconductor memory?

- A) Volatile
- B) Non-volatile memory
- C) Both
- D) None of the two

Correct Answer: Volatile

354. Magnetic memory is _____

- A) Volatile
- B) Non-volatile memory
- C) Both



D) None of the two

Correct Answer: Volatile

355. What is the access mode of semiconductor memory.

A) Direct

B) Conjunction

C) Indirect

D) nothing

Correct Answer: Conjunction

356. What is the access mode of the magnetic disk's memory.

A) Direct

B) Conjunction

C) serial

D) Indirect

Correct Answer: Direct

357. What is the access mode of magnetic tape storage?

A) Direct

B) Conjunction

C) sequentially

D) Indirect

Correct Answer: Sequentialial

358. What is the storage medium of semiconductor memory?

A) Magnetic

B) optical

C) Electronic

D) none

Correct Answer: Electronic

359. What is the storage medium of magnetic disks.

A) Magnetic

B) Electronic

C) infectious

D) Mechanical

Correct Answer: Magnetic

360. What does secondary memory do?

A) stores system programs and data files

B) works as a calculator

C) Works left of main memory

D) does nothing

Correct Answer: Stores system programs and data files

361. Can secondary memory be accessed directly from one processor.

A) yes

B) No

C) Never ever

Correct Answer: No

362. The secondary memory size is much larger than the main memory, but its speed is how.

A) Sharp

B) Very fast

C) Slow

D) Similar

Correct Answer: Slow

363. What is the access time.

A) Reach time

B) Early timing

C) Time taken between completion of instruction after issuing instructions

D) Time to give instruction

Correct Answer: Time taken between completion of instruction after issuing instructions

364. What time is the access time of semiconductor memory?

- A) 10^{-2} seconds
- B) 10^{-6} seconds
- C) 10^{-4} sec
- D) 10^{-8} secs

Correct Answer: 10^{-8} seconds

365. What is called the place where the RAM chip is placed in the mainboard

- A) Bank
- B) Memory Bank
- C) Store
- D) Memory Store

Correct Answer: Memory Bank

366. The part of memory that is reserved by DOS is what it says.

- A) Base Memory
- B) Shadow Memory
- C) Reed Memory
- D) reserve memory

Correct Answer: Base Memory

367. What is the remaining memory except the base memory?

- A) Expert Memory
- B) Electronic storage
- C) Extended Memory
- D) Direct Memory

Correct Answer: Extended Memory

368. How much electricity was consumed in running the ENIAC.

- A) 150 KW per hour
- B) 155 kW per hour
- C) 160 KW per hour

D) 170 KW per hour

Correct Answer: A) 150 KW Per Hour

369. What was the speed of calculation of the ENIAC?

- A) 5000 pairs per second
- B) 5500 pairs per second
- C) 6000 pairs per second
- D) 5600 pairs per second

Correct Answer: A) 5000 pairs per second

370. What is the age of computer of second generation?

- A) 1946-58
- B) 1959-64
- C) 1965-70
- D) 1971-85

Correct Answer: B) 1959-64

371. What was the main component of the second generation computer?

- A) transistor
- B) valve
- C) I.C.
- D) Processor

Correct Answer: A) Transistor

372. The size of the transistor-

- A) $1/1200$ portion of vacuum tube
- B) $1/1000$ part of the vacuum tube
- C) $1/500$ of the vacuum tube
- D) $1/1100$ portion of the vacuum tube

Correct Answer: A) $1/1200$ portion of vacuum tube

373. What is a transistor ?

- A) Semiconductor
- B) Goodminator
- C) Baddenductor

D) Cardinal

Correct Answer: A) Semiconductor

374. By which device transistor made of ?

A) Zinc

B) Copper

C) Gold

D) Silicon or germanium

Correct Answer: D) Silicon or germanium

375. What is the main function of the transistor?

A) Earing the song

B) spreading the scent

C) Controlling flow of current between two terminals

D) None of these

Correct Answer: C) Controlling flow of stream between two terminals

376. What is the age of the third generation computers.

A) 1946-58

B) 1959-64

C) 1965-70

D) 1971-85

Correct Answer: C) 1965-70

377. What was the main component of a third generation computer?

A) transistor

B) valve

C) Integrated circuit

D) Processor

Correct Answer: C) Integrated Circuit

378. Which of the following device was used first time in the third generation of computers?

A) Primary Memory

B) Secondary storage

C) Cache Memory

D) Mercury storage

Correct Answer: C) Cache Memory

379. What is the age of computer of fourth generation computers?

A) 1946-58

B) 1959-64

C) 1965-70

D) 1971-85

Correct Answer: D) 1971-85

380. What was the main function of fourth-generation computers?

A) transistor

B) valve

C) I.C.

D) Micro Processor

Correct Answer: D) Micro Processor

381. Micro Processor-

A) There is a group of thousands of ICs on the same chip

B) One chip is a group of hundreds of Ic.

C) There is a group of millions of ICs on the same chip

D) There is a group of crores of IC on the same chip

Correct Answer: B) One chip is a group of hundreds of Ic.

382. What was another feature of fourth-generation computers?

A) Database Management System

B) Human Resource Management System

C) File Management

D) None of these

Correct Answer: B) Database Management System

383. Which generation of notebooks, laptops and palmtop computers

- A) Second
- B) Third
- C) Fourth
- D) Fifth

Correct Answer: D) Fifth

284. How many classes can divide digital computers.

- A) One
- B) Two
- C) Three
- D) Four

Correct Answer: D) Four

385. What is the name of the sections of digital computer?

- A) Micro Computer, Mini Computer, Mainframe Computer and Super Computer
- B) Micro Computer, Big Computer, Mainframe Computer and Super Computer
- C) Digital Computer, Mini Computer, Mainframe Computer and Micro Computer
- D) Mini computer, digital computer, additional computer and super computer

Correct Answer: A) Micro Computer, Mini Computer, Mainframe Computer and Super Computer

386. Micro computer to-

- A) Also called personal computer.
- B) Also called super computer.
- C) Also called mainframe computer.

D) None of these

Correct Answer: A) Also called personal computer.

387. What is the basis of the microcomputer classification?

- A) Computer computing power
- B) Size
- C) Sound
- D) Price

Correct Answer: A) Computer Computing Power

388. What is the internal memory of the microcomputer.

- A) 256 KB
- B) 250 KB
- C) 252 KB
- D) 260 KB

Correct Answer: A) 256 KB

389. Complete circuit of microcomputer

- A) happens on a chip.
 - B) occurs on two chip.
 - C) occurs on three chip.
 - D) occurs on four chips.
- Correct Answer: A) happens on a chip.

390. Chip of Micro computer -

- A) Also called computer-on-a-chip
- B) Also called computer-on-a-ship.
- C) Also called computer-on-heel
- D) None of these.

Correct Answer: A) Also called Computer-On-A Chip

391. Mini Computer compared to Micro Computer

- A) Larger in size and slower in move.
- B) Small in size and slow in the move.
- C) The size is big and the movement is sharp.
- D) None of these

Correct Answer: C) The size is big and the movement is sharp.

392. Users can use for Mini computer more than at the same time.

- A) One
- B) Two
- C) Three
- D) Four

Correct Answer: A) One

393. Users can use for Micro computer more than at the same time.

- A) One
- B) Two
- C) Three
- D) Four

Correct Answer: A) One

394. Menframe Computer is compared to Mini Computer.

- A) More storage capacity and faster speeds
- B) Low storage capacity and high speed
- C) Low storage capacity and low speed
- D) None of these

Correct Answer: A) More storage capacity and faster speeds

395. Use of the mainframe computer at the same time Users can.

- A) Fifty
- B) Thousands
- C) Hundreds
- D) None of these

Correct Answer: C) Hundreds

396. Computers that used singnal for input are called —

- A) Analog Computer
- B) Digital computer
- C) hybrid computer
- D) None of these

Correct Answer: A) Analog Computer

397. With the help of this tool, any information or instruction sent to the computer is called ?

- (A) Input device
- (B) Output device
- (C) Data Sender
- (D) instructor

Correct Answer: Input Device

398. The key board is a key input device with its help.

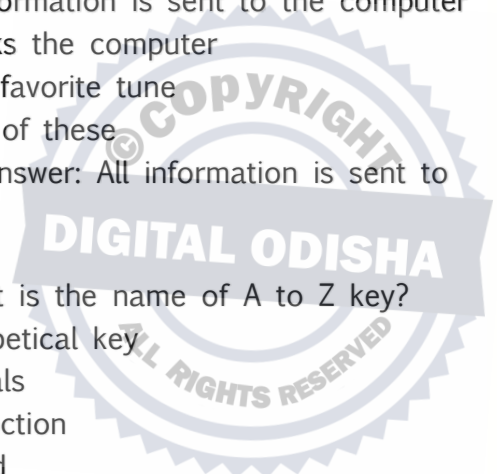
- (A) All information is sent to the computer
- (B) unlocks the computer
- (C) Plays favorite tune
- (D) None of these

Correct Answer: All information is sent to computer

399. What is the name of A to Z key?

- (A) alphabetical key
- (B) Specials
- (C) of function
- (D) Signed

Correct Answer: Alphabetical Key



400. What is called for 0 to 1 key?

- (A) alphabetical key
- (B) Specials
- (C) of function
- (D) numeric key

Correct Answer: Numeric Key

401. What is the name of 1 to F12 key?

- (A) alphabetical key
- (B) Special
- (C) function key
- (D) numeric key

Correct Answer: Function key

402. <, >, ?, !, ~, ?, \ Etc come under which category?

- (A) Logical key
- (B) Specials
- (C) of function
- (D) numeric key

Correct Answer: Logical Keys

403. “+” – +, -, =, #, @ Etc comes under which category?

- (A) Logical key
- (B) Specials
- (C) Arithmetic sign key
- (D) numeric key

Correct Answer: Arithmetic sign key

404. What is Ctrl, Shift, Alt, Insert, Del, Page up, Page down, Home, End, Num Lock, Scroll Lock, Print Screen etc.

- (A) Logical key
- (B) Specials
- (C) Semantic sign key
- (D) numeric key

Correct Answer: Special Key

405. Like the keyboard, the mouse is also an input device. What does it do ?

- (A) Works as a controller in software operation.
- (B) Works as a barrier to software operation.
- (C) The hidden mice in the computer runs away.
- (D) None of these

Correct Answer: Works as a barrier to software operation.

406. Mouse is also called by ____

- (A) Pointing device
- (B) Control devices
- (C) Rat
- (D) mice

Correct Answer: Pointing Device

407. If the mouse moves from one place to another, then the cursor remains in it.

- (A) In the earlier case
- (B) in the second position
- (C) both A and B
- (D) None of these

Correct Answer: In the earlier case

408. LightPen is also a pointing device. It is mainly used in what work.

- (A) To calculate
- (B) to write
- (C) In designing
- (D) in all

Correct Answer: In Designing

409. LightPen has a photo cell, it is based on the system.

- (A) Optical

- (B) Electrical
- (C) Mechanical
- (D) Electronic

Correct Answer: Optical

410. Where can this be seen when writing on light pads from the lightpane?

- (A) On monitor
- (B) on CPU
- (C) On the printer
- (D) None of these

Correct Answer: On the Monitor

411. The touch screen is also an input device. Who does the work of the board and mouse in it.

- (A) Pen
- (B) locator
- (C) Scanner
- (D) Monitors

Correct Answer: Monitor

412. What is to be done to run the menu of software appearing on the monitor.

- (A) Touching the touch screen
- (B) Turn on electricity
- (C) Turn on the battery
- (D) commanding

Correct Answer: Touching the touch screen

413. Digitizing pad is an input device made from "pad". It has a grid on its surface. Whose grid is made of

- (A) From Copper wire
- (B) Iron wire
- (C) from silver stars
- (D) Platinum stars

Correct Answer: From copper wire

414. The input device named joysticks mounts on, which rotates inside the socket.

- (A) Spherical Ball
- (B) on the tube
- (C) on the cube
- (D) On the stick

Correct Answer: Spherical Ball

415. How to write data under voice recognition technology.

- (A) By speaking
- (B) By writing
- (C) by typing
- (D) Imprint

Correct Answer: By speaking

416. What is the scanners?

- (A) Capturing information and storing in graphic format
- (B) Capturing information only
- (C) Simply store information
- (D) None of these

Correct Answer: Capturing information and storing in graphic format

417. What is the true about the scanner?

- (A) Scanner turns the optical image into a digital image
- (B) Scanner turns digital image into optical image
- (C) Both work.
- (D) Both do not work.

Correct Answer: The scanner turns the optical image into a digital image

418. What is the full form of MICR?

- (A) Magnetic Ink Character Recognition

- (B) Metal Ink Character Recognition
 - (C) Metal Image Color Recognition
 - (D) Magnetic Image Color Recognition
- Correct Answer: Magnetic Ink Character Recognition

419. Where MICR is used primarily?

- (A) In the power industry
- (B) In the banking industry
- (C) In the paper industry
- (D) In ??all of the above

Correct Answer: In Bank Industry

420. What is the full form of OMR ?

- (A) Optical Mark Recognition
- (B) Optical Metal Recognition
- (C) Optical Mark Recorders
- (D) None of these

Correct Answer: Optical Mark Recognition

421. What is true about OMR?

- (A) Recognizes the mark on paper that is readable by the computer
- (B) Identifies the picture
- (C) recognizes color
- (D) The paper recognizes

Correct Answer: Recognizes the mark on paper that is readable by the computer

422. The use of OMR technology is primarily in what work.

- (A) Bank's work
- (B) In the Competitive Examination to evaluate the answer booklet
- (C) In any work
- (D) Not at any work

Correct Answer: In the Competitive

Examination to evaluate the answer booklet

423. What is the full form of OCR?

- (A) Optical Color Recognition
- (B) Orange color recognition
- (C) Optical Character Recognition
- (D) None of these

Correct Answer: Optical Character Recognition

424. How OCR reads the characters of the document.

- (A) Identifying the shape of the character
- (B) Identifying the size of the character
- (C) Identifying the color of the character
- (D) None of these

Correct Answer: Identifying the shape of the character

425. Whose short form is OBR?

- (A) Optical Ball Reader
- (B) Optical bar code reader
- (C) Online bar reader
- (D) Online ball reader

Correct Answer: Optical Bar code Reader

426. What is known as the unit to take out information from the computer and present it in the user's desired manner?

- (A) Input device
- (B) Output device
- (C) Printers
- (D) Scanner

Correct Answer: Output Device

427. Whatever data is feed in the computer, the portion of the computer where it is display is called _____ .

- (A) Display System
- (B) Show system
- (C) Window system
- (D) None of these

Correct Answer: Display System

428. Traditional computer display terminals are also known by name _____.

- (A) Alphanumeric Terminal
- (B) numeric terminal
- (C) Image Terminal
- (D) Central Terminal

Correct Answer: Alphanumeric Terminal

429. Graphic displays are made of _____.

- (A) dot
- (B) Mark
- (C) Patches
- (D) Metal Inc

Correct Answer: Dot

430. What is called for dots of graphic display ?

- (A) pixel
- (B) Pictures
- (C) Photos
- (D) Painting

Correct Answer: Painting

431. What is pixel?

- (A) The smallest part of the picture display
- (B) Large part of picture display
- (C) Paintable picture
- (D) None of these

Correct Answer: The smallest part of the picture display

432. How many categories of display screen technology are available?

- (A) One
- (B) Two
- (C) three
- (D) Four

Correct Answer: Three

433. Which is the full form of CRT ?

- (A) Cathode Red Tube
- (B) cathode ray tubes
- (C) Clean Red Tube
- (D) Clean Re tube

Correct Answer: Cathode Ray Tube

434. The screen of CRT display is coated with _____

- (A) Sulfur
- (B) Sodium
- (C) Potassium
- (D) phosphorus

Correct Answer: Phosphorus

435. What is the main function of the CRT terminal?

- (A) Electron gun
- (B) electronic gun
- (C) electronic gun
- (D) Machine Gun

Correct Answer: Electron Gun

436. What is the full form of VDU ?

- (A) Visual display unit
- (B) Video display unit
- (C) Vector display unit
- (D) Video Decoration Unit

Correct Answer: Visual Display Unit

437. Who is write about CRT in the following facts?

- (A) is picture tube

- (B) A vacuum tube that shows information related to graphic
- (C) There is a tube which illuminates the house
- (D) None of these

Correct Answer: A vacuum tube that shows information related to graphic

438. CRT displays are of two types of vector and raster. What are the features of vector display?

- (A) Where the image is to be formed, the electron beam falls in the same place
- (B) where the electron beam falls in place
- (C) Where there is a display, there is light
- (D) None of these

Correct Answer: Where the image is to be formed, the electron beam falls in the same place

439. What are the features of raster display?

- (A) Every row of pixels seems to be drawn from top to bottom after the electron beam falls
- (B) Every rows of pixels seems to be drawn from left to right
- (C) Both
- (D) None of these

Correct Answer: Every row of pixels seems to be drawn from top to bottom after the electron beam falls

440. What is the full form of LCD ?

- (A) Liquid Crystal Display
- (B) Laser crystal display
- (C) Low calorie diet

- (D) Laser chloride display

Correct Answer: Liquid Crystal Display

441. What is used to make a picture in LCD ?

- (A) Liquid Crystal
- (B) Solid Crystal
- (C) White crystals
- (D) red crystals

Correct Answer: Liquid Crystal

442. Just as the ribbon is used in dot matrix printers for printing, in the same way laser printers are used _____

- (A) Ink
- (B) Color
- (C) Toner
- (D) None of these

Correct Answer: Toner

443. When the first experiment of LCD began.

- (A) In the 1960's
- (B) In the 1970s
- (C) the year 1965
- (D) the year 1975

Correct Answer: In the 1970s

444. What is the main advantage of LCD technology?

- (A) Minimum energy consumption
- (B) Maximum energy consumption
- (C) Low light
- (D) More light

Correct Answer: Minimum energy consumption

445. Projection display is used seminar as well as in which work ?

- (A) loudspeakers
- (B) Transmitter
- (C) Accelerator
- (D) Over head project

Correct Answer: Over Head Project

446. What is the specialty of the display card.

- (A) Making data displaying possible on the monitor
- (B) Show photo
- (C) Monitoring the monitor
- (D) None of these

Correct Answer: Making data displaying possible on the monitor

447. Which is the first display card?

- (A) Monochrome display adapter
- (B) Color Graphics Adapter
- (C) Video Graphics array
- (D) P.C.I. Card

Correct Answer: Monochrome Display Adapter

448. The monochrome display adapter card displays only one color. What is its display?

- (A) 80 columns and 25 rows
- (B) 100 columns and 100 rows
- (C) 80 columns and 80 rows
- (D) 25 columns and 25 rows

Correct Answer: 80 columns and 25 rows

449. How MDA card displays on the whole screen ?

- (A) Horizontal 720px vertical 350 pixels
- (B) Horizontal 820 pixel vertical 450 pixels
- (C) Horizontal 700 pixels Horizontal 300

pixels

- (D) None of these

Correct Answer: Horizontal 720px

Horizontal 350px

450. How much RAM is required for MDA cards to work.

- (A) 14 KB RAM
- (B) 4 KB RAM
- (C) 8 KB RAM
- (D) 40 KB RAM

Correct Answer: 4 KB RAM

451. What is the full form of CGA.

- (A) Color Graphics Adapter
- (B) Coral Graphics Adapter
- (C) Color Graphics Ed
- (D) Coral Graphics Ed

Correct Answer: Color Graphics Adapter

452. What does the CGA card do?

- (A) It can show different 16 different colors on the monitor.
- (B) It can show 8 colors on the monitor.
- (C) It can show 4 colors on the monitor.
- (D) None of these

Correct Answer: It can show different 16 different colors on the monitor.

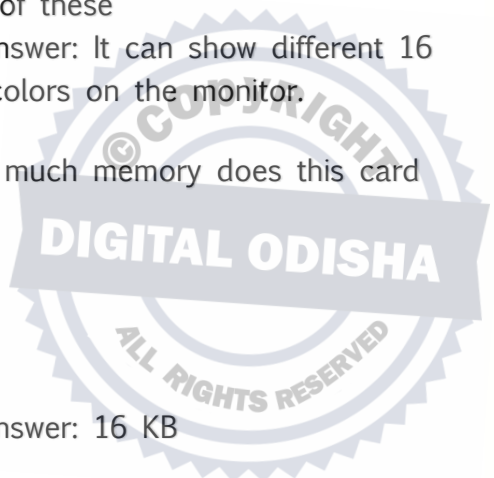
453. How much memory does this card use.

- (A) 16 KB
- (B) 4 KB
- (C) 8 KB
- (D) 12 KB

Correct Answer: 16 KB

454. What is the full form of HGA?

- (A) Hercules Graphics Adapter



- (B) heavy graphics adapter
- (C) Hard grid end
- (D) Hard grid apparatus

Correct Answer: Hercules Graphics Adapter

455. Who has invented the HGA card ?

- (A) John Baird
- (B) John Jackins
- (C) Kevin Jacques
- (D) Kevin Costner

Correct Answer: Kevin Jacques

456. What is the resolution of the HGA card?

- (A) 500 x 500 pixels
- (B) 500 x 700 pixels
- (C) 700 x 800 pixels
- (D) 720 x 350px

Correct Answer: 720 x 350px

457. How much memory does the HGA card use?

- (A) 8KB
- (B) 16 KB
- (C) 32KB
- (D) 64 KB

Correct Answer: 64KB

458. What is the dot that makes a letter on the monitor with a dot in it?

- (A) pixel
- (B) Intensity
- (C) resolution
- (D) utility

Correct Answer: Resolution

459. EGA is the short form of _____

- (A) Enhanced graphics adapter

- (B) Ever Green Adapter
- (C) Ever Green Array
- (D) None of these

Correct Answer: Enhanced Graphics Adapter

460. What is EGA card?

- (A) ROM based video adapters
- (B) ROM based audio adapters
- (C) Radio adapters
- (D) None of these

Correct Answer: ROM based video adapter

461. What is the feature of EGA card??

- (A) It also supports text mode
- (B) It changes the text mode
- (C) It changes the graphics mode
- (D) None of these

Correct Answer: It also supports text mode

462. EGA cards can show how much shade of 64 colors simultaneously.?

- (A) 8
- (B) 16
- (C) 32
- (D) 64

Correct Answer: 16

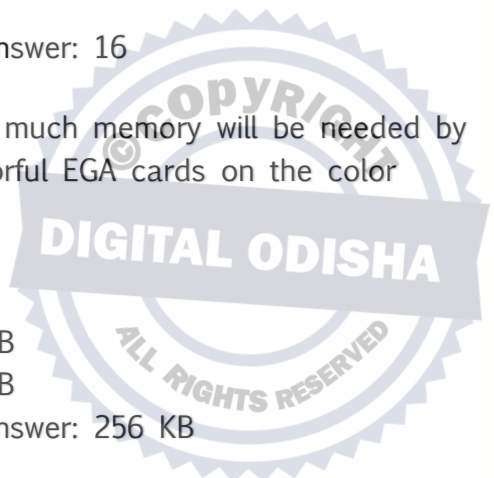
463. How much memory will be needed by using colorful EGA cards on the color monitor?

- (A) 16 KB
- (B) 64 KB
- (C) 128 KB
- (D) 256 KB

Correct Answer: 256 KB

464. What is the full form of VGA.?

- (A) Vector graphic adapters



- (B) Vector graphic array
- (C) Visual graphic array
- (D) Video graphic array

Correct Answer: Video Graphic Array

465. VGA card is a high resolution card.
Its resolution is so much.

- (A) 120 x 120 pixels
- (B) 240 x 340 pixels
- (C) 360 x 360 pixels
- (D) 640 x 480 pixels

Correct Answer: 640 x 480 pixels

466. If 1 MB of memory is used in the
VGA card, then how many shades of 16
colors will it show?

- (A) 360
- (B) 1024
- (C) 720
- (D) 1200

Correct Answer: 1024

467. VGA is the card of _____ bit ?

- (A) 4
- (B) 8
- (C) 12
- (D) 16

Correct Answer: 16

468. What is the full form of MCGA ?

- (A) Main Control Gate Adapter
- (B) Main Card Gate Adapter
- (C) Memory Controller Graphics Adapter
- (D) Memory Controller Gate Array

Correct Answer: Memory Controller Gate
Array

469. MCGA card also has high resolution
card. What mode it is mostly used.

- (A) text
- (B) Graphics
- (C) Drawing
- (D) plus

Correct Answer: Graphics

470. What is the resolution of EGA Plus
Card?

- (A) 100 x 200 pixels
- (B) 200 x 300 pixels
- (C) 800 x 600 pixels
- (D) 300 x 400 pixels

Correct Answer: 800 x 600px

471. What is the device that is used to
see all the computer's information?

- (A) Monitor
- (B) Television
- (C) screen
- (D) Curtain

Correct Answer: Monitor

472. There are two types of monitors.?

- (A) Vertical and Horizontal
- (B) Colors and Monochrome
- (C) Black and White
- (D) None of these

Correct Answer: Color and Monochrome

473. The information and instructions sent
to computer , the machine which is printed
on paper are called _____

- (A) Typewriter
- (B) Teleprompter
- (C) Type foam
- (D) Printers

Correct Answer: Printer

474. What does Impact printer used for printing ?

- (A) of ink
- (B) Colors
- (C) The ribbon of ink fitted
- (D) Plain Ribbon

Correct Answer: The ribbon of ink fitted

475. What does non-impact printer use for printing?

- (A) of ink
- (B) Ink bandage
- (C) Chemical thermal or electric signal
- (D) None of these

Correct Answer: Chemical thermal or electric signal

476. printers that prints only one character at one time are called _____ .

- (A) serial printer
- (B) series printer
- (C) Line and Page Printer
- (D) Forest liner

Correct Answer: Serial Printers

477. Printer that prints each letter through dot?

- (A) Inkjet printer
- (B) dot matrix printer
- (C) Laser printer
- (D) Line printers

Correct Answer: Dot Matrix Printer

478. There are two types of dot matrix printers from the point of view of size, who are they?

- (A) 20 columns and 40 column printers
- (B) 40 columns and 60 column printers

- (C) 80 columns and 136 column printers
- (D) 100 columns and 125 column printers

Correct Answer: 80 columns and 136 column printers

479. There are two types of dot matrix printers in terms of printing quality ?

- (A) 9 pins and 24 pin printers
- (B) 9pins and 18 pin printers
- (C) 18 pin and 36 pin printer
- (D) 36 pins and 72 pin printers

Correct Answer: 9 Pin and 24 Pin Printer

480. What is the full form of CPS?

- (A) Color Photo per Second
- (B) Characters Per Second
- (C) Creativity Per Seconds
- (D) Characters Per Schedule

Correct Answer: Characters Per Second

481. What is the speed limit of printing of dot matrix printers?

- (A) 40 CPS- 1000 CPS
- (B) 50 CPS – 500 CPS
- (C) 80 CPS – 800 CPS
- (D) 100 CPS – 1000 CPS

Correct Answer: 40 CPS- 1000 CPS

482. Who handles the printer from right to left and left to right?

- (A) Printer Head
- (B) Head Assembly
- (C) Port
- (D) Mother board

Correct Answer: Head Assembly

483. When printer not connected with computer just take print copy from printer , what does it say?

- (A) Printer Self Test
 - (B) Printer Test
 - (C) Printer check
 - (D) On-line printing
- Correct Answer: Printer's Self Test

484. The printer which leaves the ink of the size of the character while printing from which the letter is printed, what is the name given to it?

- (A) dot matrix
- (B) Laser
- (C) Image printer
- (D) Inkjet printers

Correct Answer: Inkjet Printer

485. What is the print speed of inkjet printers?

- (A) 50 CPS – 100 CPS
- (B) 100 CPS – 200 CPS
- (C) 50 CPS – 200 CPS
- (D) 50 CPS – 300 CPS

Correct Answer: 50 CPS – 300 CPS

486. Printer that print with the help of laser rays?

- (A) dot matrix printer
- (B) LaserPrinter
- (C) Daisy Wheel Printer
- (D) Inkjet printers

Correct Answer: Laser Printer

487. What is the speed limit laser printer for printing?

- (A) 10 pages per minute to 200 pages per minute
- (B) 100 pages per minute to 200 pages per minute

- (C) 50 pages per minute from 100 pages per minute
- (D) 20 pages per minute from 100 pages per minute

Correct Answer: 10 pages per minute to 200 pages per minute

488. The laser printer is the printer of which category.

- (A) Impact printer
- (B) Non Impact Printer
- (C) Line printers
- (D) Serial printer

Correct Answer: Non Impact Printer

489. Why does font is use in laser printers ?

- (A) For good printing
- (B) For color printing
- (C) To load different types of type styles
- (D) None of these

Correct Answer: To Load Different Types of Type Styles

490. When the data is sent for print into printer, the place where the data remains in printer until print is called _____ .

- (A) Data Spot
- (B) Data buffer
- (C) separator spots
- (D) Print Spot

Correct Answer: Data Buffer

491. Which of the following facility should be happen , for controlling the difference of speed between the CPU and Input Output device?

- (A) buffer

- (B) Processing
 - (C) Control
 - (D) None of these
- Correct Answer: Buffer

492. What interface is commonly used to connect a printer to a computer.

- (A) Small interface
 - (B) Big cables
 - (C) Parallel interface
 - (D) None of these
- Correct Answer: Parallel Interface

493. What is called for normal parallel interface ?

- (A) Sentonix
 - (B) Electronics
 - (C) Economics
 - (D) Cybernetics
- Correct Answer: Sentonix

494. How many bits can be sent together in parallel interfaces?

- (A) 4 bit
 - (B) 1 bit
 - (C) 8 bit
 - (D) Several bits
- Correct Answer: Several bits

495. How many bits can be sent together in a serial interface?

- (A) 1 bit
 - (B) 2 bit
 - (C) 4 bit
 - (D) innumerable bit
- Correct Answer: 1 bit

496. What is the interface between peripheral device and input output device

- (A) Internal interface
 - (B) External Interface
 - (C) input interface
 - (D) Output interface
- Correct Answer: External Interface

497. Which printer is used in serial interfaces ?

- (A) Line printers
 - (B) serial printer
 - (C) dot printers
 - (D) Laser printer
- Correct Answer: Serial Printers

498. Which interface is used in high speed peripherals like tapes and disks ?

- (A) Serial Interface
 - (B) Parallel Interface
 - (C) Internal interface
 - (D) None of these
- Correct Answer: Parallel Interface

499. Secondary memory is non volatile. It can be permanently capable of storing data and can supply data when needed, so it is called

- (A) Primary storage media
 - (B) Storage Media Center
 - (C) Secondary storage media
 - (D) Data Supplier
- Correct Answer: Secondary Storage Media

500. Floppy disk is the example of

- (A) Main Memory
- (B) secondary memory
- (C) Cash Memory

(D) reserve memory

Correct Answer: Secondary Memory

501. By which floppy disk made of?

- (A) It is made of flexible plastic material
- (B) It has a thin slurry of plastic material
- (C) It is thicker than plastic material
- (D) None of these

Correct Answer: This is made of flexible plastic material

502. Coating on the floppy disk is of ?

- (A) Magnetic coating
- (B) Red coating
- (C) Electric coating
- (D) Green Coating

Correct Answer: Magnetic Coating

503. What is the magnetic coating?

- (A) iron oxide recording material
- (B) manganese oxide recording material
- (C) Iron sulfate recording material
- (D) None of these

Correct Answer: Iron Oxide Recording Material

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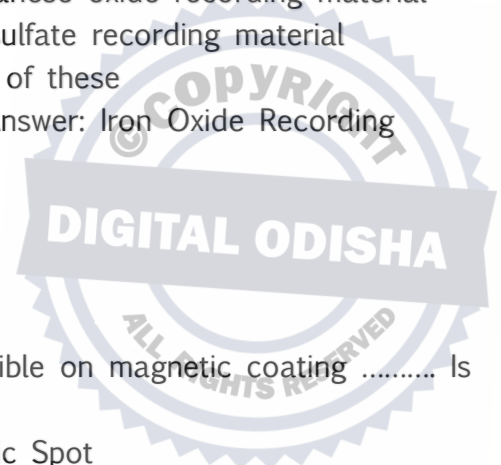
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- (C) Iron sulfate recording material
- (D) None of these

Correct Answer: Iron Oxide Recording Material

509. Invisible on magnetic coating Is there.

- (A) Electric Spot
- (B) Mechanical Spot
- (C) Magnetic Spot



(D) Rare Spot

Correct Answer: Mechanical Spot

510. On this magnetic spot it happens.

(A) Data recording

(B) Data display

(C) Drawing

(D) Programming

Correct Answer: Data Recording

511. Floppy disk is used mainly in what work.

(A) To keep back up

(B) To take data in small quantities from one place to another

(C) Both

(D) None of these

Correct Answer: Both

512. Today, the size of which floppy disks is in use.

(A) 5.25 inches and 3.5 inches

(B) 5 inches and 3 inches

(C) 2 inches and 5 inches

(D) 8 inches and 5 inches

Correct Answer: 5.25 inches and 3.5 inches

513. When floppy is divided into tracks and tracks into sector, then what is it called ?

(A) formatting

(B) Non-format

(C) being certified

(D) Path

Correct Answer: Formatting

514. After the formatting, what is called the circle on the media ?.

(A) Track

(B) field

(C) sector

(D) Path

Correct Answer: Track

515. What is the full form of TPI.

(A) Tracks per inch

(B) Time per Inch

(C) Total processing inch

(D) Trial Per Inch

Correct Answer: Tracks per inch

516. T P.I. shows what is.

(A) Capacity of floppy

(B) the ability of the track

(C) Capacity of sector

(D) the ability of the path

Correct Answer: Capacity of floppy

517. What is the capability of the floppy?

(A) Density of recording

(B) recording speed

(C) Time spent in the recording

(D) None of these

Correct Answer: The density of the recording

518. How many types of floppy disks are.

(A) One

(B) Two

(C) three

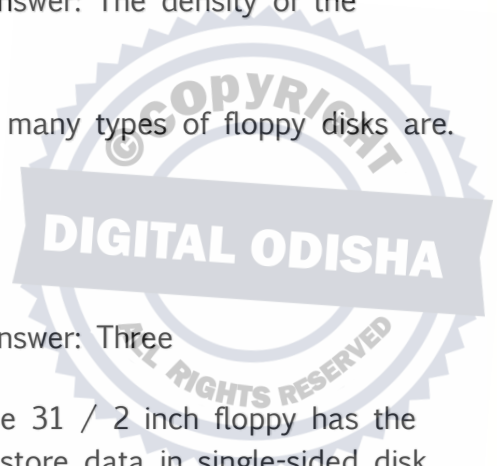
(D) Four

Correct Answer: Three

519. In the 3 1 / 2 inch floppy has the ability to store data in single-sided disk.

(A) 110 KB

(B) 210 KB



(C) 310 KB

(D) 410 KB

Correct Answer: 310 KB

520. What is the head of the disk.

(A) Conducting coil

(B) Hot Coil

(C) Soft Coil

(D) Hard coil

Correct Answer: Conducting Coil

521. What does the head do?

(A) Reading and writing data

(B) Read only

(C) Leadership

(D) None of these

Correct Answer: Reading and writing data

522. What is Winchester Disk?

(A) Hard Disk

(B) Soft disk

(C) Compact disk

(D) Circular disks

Correct Answer: Hard Disk

523. The data access rate in Winchester disk compared to the floppy disk is

(A) Slow

(B) Similar to

(C) Very fast

(D) Moderate

Correct Answer: Very fast

524. How many heads are there in a disk pack?

(A) One

(B) Four

(C) Many

(D) None

Correct Answer: Many

525. Optical disk is also a type of storage device. What does it use to record digital data?

(A) High power laser beam

(B) Low power laser beam

(C) X-Ray

(D) cosmic ray

Correct Answer: High power laser beam

526. The data of optical disk is read with the help of which.

(A) Reader

(B) Book

(C) Photo Electric Sensor

(D) Photo Reader

Correct Answer: Photo Electric Sensor

527. CD ROM is the example of which of the following ?

(A) Magnetic tape

(B) Winchester disk

(C) optical memory

(D) magnetic disk

Correct Answer: Optical Memory

528. CD ROM comes from which of the following categories ?

(A) Non-Irreplaceable Optical disk

(B) Irregular Optical disk

(C) Non-erectable optical disks

(D) Erectable Optical disk

Correct Answer: Non-Irreplaceable Optical disk

529. Which of the following is true about CD ROM?

- (A) CD ROM can collect minimum data
- (B) Duplication of CDRom is possible on a large scale
- (C) Writing on CD Rom is also impossible
- (D) None of these

Correct Answer: Duplication of CD-ROM is possible on a large scale

530. Worm is a type of optical memory, its full form.

- (A) Write ones Read Memory
- (B) Write Ones Rugged Memory
- (C) Writet optical read memory
- (D) None of these

Correct Answer: Write ones Read Memory

531. Worm also comes in the category of CD. What is its specialty?

- (A) It is possible to write it again and again
- (B) It is possible to write it once
- (C) It is possible to write it twice
- (D) None of these

Correct Answer: It is possible to write this once

532. It is possible to write on WORM with the help of the which ?

- (A) With normal intensity laser rays
- (B) High intensity laser rays
- (C) From simple graphite to pencil
- (D) With a simple ink pen

Correct Answer: With normal intensity laser rays

533. What is the most current optical disk now?

- (A) Magnetic disk

- (B) Irregular Optical disk
- (C) Non-irreplaceable optical disks
- (D) None of these

Correct Answer: Irregular Optical disk

534. Erasable optical disk works on which technology ?

- (A) Electro Magnetic System
- (B) Mechanical Systems
- (C) Magneto optical system
- (D) Electro optical system

Correct Answer: Magneto Optical System

535. What is the specialty of the erasable optical disk.

- (A) It is possible to write it once
- (B) It is possible to delete it once and to write it again and again
- (C) It is not possible to write on it
- (D) It is possible to read on

Correct Answer: It is possible to delete it once and to write it again and again

536. what is called for High speed memory ?

- (A) alpha memory
- (B) Beta memory
- (C) Gamma memory
- (D) Cash Memory

Correct Answer: Cache Memory

537. What is cache memory?

- (A) Fast memory between C. P.U. and Main Memory
- (B) Slow memory located between CPU and main storage
- (C) Direct memory
- (D) Indirect memory

Correct Answer: Fast memory between C.
P.U. and Main Memory

538. Cache memory is very fast in memory
and in size

- (A) Very large
- (B) Small
- (C) Medium
- (D) None of these

Correct Answer: Small

539. Cache Memory works between the
main memory and CPU in which way ?

- (A) Like buffer
- (B) Like Storekeeper
- (C) Like Gunner
- (D) Like Brother

Correct Answer: Like buffer

540. What is bus.

- (A) A circuit that provides communication
path for two or more devices.
- (B) There is a car that travels everywhere
- (C) There is a circuit that is installed on
the bus
- (D) None of these

Correct Answer: A circuit that provides
communication path for two or more
devices.

541. The processor is connected with the
help of other devices

- (A) Hub
- (B) wire
- (C) Jeep
- (D) Bus

Correct Answer: Bus

542. Bus are of three types, tell the
name ____

- (A) Address bus, data bus, control bus
- (B) air bus, water bus, stitched bus
- (C) Tata, Ashok, Swaraj
- (D) Control, Data, Air

Correct Answer: Address Bus, Data Bus,
Control Bus

543. What is the only way to send the
data or where to take it.

- (A) Data Bus
- (B) Address bus
- (C) air buses
- (D) the control bus

Correct Answer: Address Bus

544. Which bus is used simply to send or
receive signals for processor, input /
output device and memory coordination?

- (A) Data Bus
- (B) Address bus
- (C) control bus
- (D) air buses

Correct Answer: Data Bus

545. How the data is recorded in a
magnetic tape

- (A) as counting
- (B) in the form of a song
- (C) Electro magnetic flutter
- (D) In ??the form of electric flutter

Correct Answer: Electro-magnetic flutter

546. That form of vibration exists in the
tape.

- (A) Invisible Spot

- (B) Visual spots
- (C) Color spot
- (D) Black spot

Correct Answer: Invisible Spot

547. How data is obtained.

- (A) Identifying the magnetic spot on the tape
- (B) Identifying black spot on tape
- (C) Counting the spot on the tape
- (D) None of these

Correct Answer: Identifying the magnetic spot on the tape

548. What is the magnetic tape?

- (A) Magnetic substance coated plastic ribbon
- (B) Simple plastic ribbon
- (C) magnetized ribbon
- (D) None of these

Correct Answer: Magnetic substance coated plastic ribbon

549. What is the computer software ?

- (A) Set of Instructions
- (B) Language of the computer
- (C) Computer program
- (D) None of these

Correct Answer- Set of Instructions

550. What is the purpose of the software

- (A) Running a commuter
- (B) Play chess
- (C) Accomplishing mathematical and logical ability of hardware
- (D) None of these

Correct Answer – Accomplishing

mathematical and logical ability of hardware

551. Computer software can be classified into two categories.

- (A) Systems Software and Application Software
- (B) Hard Software & Soft Software
- (C) Game Software & Math Software
- (D) None of these

Correct Answer – System software and application software

552. The computer itself can not think and can not decide that the program needs to be done to accomplish this work. What is the program?

- (A) A group of information
- (B) The program is outlined
- (C) Mode of running the computer
- (D) A set of instructions in sequence which guides the computer to solve the problem

Correct Answer- A set of instructions, which guides the computer to solve the problem.

553. What is programming?

- (A) To run the program
- (B) To create programs
- (C) Program writing process
- (D) None of these

Correct Answer – Program writing process

554. What is system software ?

- (A) System software
- (B) Computer software
- (C) Set of designed program for increasing , accessing and controlling the processing

capacity of computer

(D) None of these

Correct Answer – Set of designed program for increasing , accessing and controlling the processing capacity of computer

555. What is the application software?

(A) Instructions for running the game software

(B) Instructions for running the program

(C) None of these

(D) Instructions given to computer to solve the problem with the help of system software

Correct Answer- Instructions given to computer to solve the problem with the help of system software

556. What is necessary to knowing for programmers to create system software ?

A. Hardware

B. Firmware

C. Appleware

D. None of these

Answer – A. Hardware

557. The programmer does not require maximum hardware information to make the application, give an example of application software ?

A. Window

B. DOS

C. Cobol

D. Unix

Answer – C. Cobol

558. The computer also needs language for expression. The language of the

program of the computer is of different kind. One of these is machine language?

A. A sequence of instructions written in the form of binary numbers

B. A sequence of instructions written in the decimal system

C. Machine language

D. None of these

Answer-A. A sequence of instructions written in the form of binary numbers

559. What are the two parts of Machine Language?

A. Commands and Operand

B. Primary and Secondary

C. Hardware and software

D. Hindi and English

Answer – A.. Commands and Operand

560. What is to be done, what is the instructor giving this instruction to the computer

A. Operand

B. Command

C. Inter

D. Exit

Answer -B command

561 The relevant data where to be found or kept, what is this instruction called ?

A. Operand

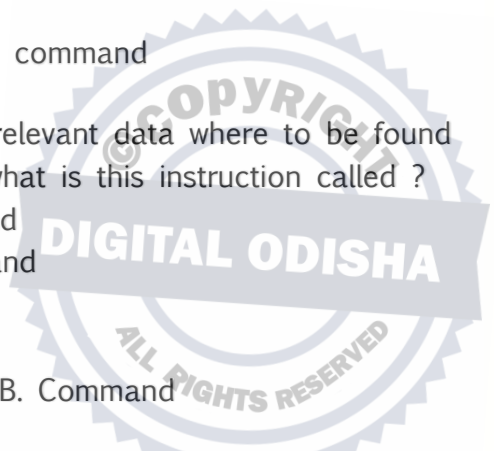
B. Command

C. Inter

D. Exit

Answer – B. Command

562. Machine Language is the language of which generation



- A. First
- B. Second
- C. Third
- D. Fourth

Answer- A first

563. Which language is use for letter , digit or special character as a sign for instructions?

- A. Machine language
- B. Assembly Language
- C. High Level Language
- D. Source Language

Answer – A . Machine Language

564. Who works for translation in high level language?

- A compiler
- B. Translator
- C. Assembler
- D. None of these

Answer – a) compiler

565. What is the work of the compiler?

- A. Scan the entire program first and then translate into machine code
- B. Just translate
- C. Scanning only
- D. None of these

Answer -a.) Scan the entire program first and then translate into machine code

566. Interpreter is High level Language Translation Software. What does it do ?

- A. Checking the syntax error of each row, then changing it to machine code
- B. Changing the first machine code and then checking the syntax error

- C. Both
- D. None of these

Answer -a.) Checking the syntax error of each row, then changing it to machine code

567. Which of the following finishes Syntax error at a faster speed?

- A. compiler
- B. Interpreter
- C. Both
- D. None of these

Answer -B.) Interpreter

568. Full form is 4GL?

- A. 4 green line
- B. 4 group leader
- C. 4 Generation language
- D. None of these

Answer -C) .4 Generation Language

569. The language of the fourth generation is mostly

- A. Machine based
- B. Free from the machine
- C. Processor based
- D None of these

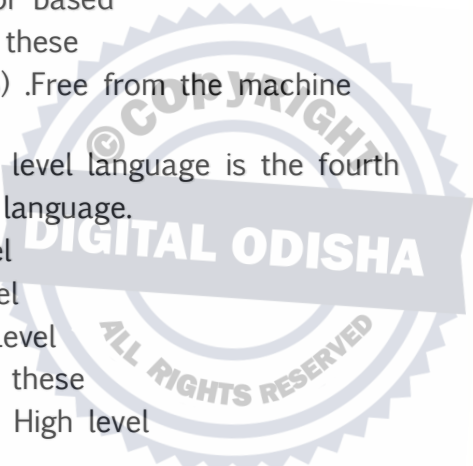
Answer – B) .Free from the machine

570. Which level language is the fourth generation language.

- A. Low level
- B. High level
- C. Middle Level
- D. None of these

Answer -B.) High level

571. What is called for information that is feed in the computer?



- A. Data
- B. Word Verb
- C. Information
- D. None of these

Answer – A) data

572. How many types of system software are. Name it.

- A. good and bad
- B. First generation and second generation
- C. Single User and Multi User
- D. None of these

Answer – C). Single User and Multi User

573. Which type of system software is DOS?

- A. Signal user
- B. Multi User
- C. Double user
- D. None of these

Answer – A) Signal User

574. Which type of system software is UNIX.

- A. Signal user
- B. Multi User
- C. Double user
- D. None of these

Answer -B). Multi User

575. The hardware that is handled with the help of _____ program .

- A. Utilities
- B. Compiler
- C. Interpreter
- D. Assembler

Answer -A). Utilities

576. Low language is used in the _____

- A. Application Software Creation
- B. System software creation
- C. Both
- D. None of these

Answer – B)System Software Creation

577. High level language is used in what work ?

- A. Application Software Creation
- B. System software creation
- C. Both
- D. None of these

Answer -A) . Application Software Creation

578. What is the group of data?

- A. language
- B. Group of Data
- C. Record
- D. None of these

Answer – C. Record

579. The file is _____

- A. to the data group
- B. To the number group
- C. To the record group
- D. None of these

Answer – C) To the record group

580. All memory locations store some amounts of information. Each memory location has a name. What does this storage location called _____

- A. Variable
- B. Array
- C. Constant
- D. data

Answer -a)variable

581. At the time the program is executed, the situation varies. In some situations, some value is accumulated. What is the status of the program?

- A. Variable
- B. Array
- C. Constant
- D. data

Answer – A)variable

582. What is called for whose value remains constant while the program is executed ?

- A. Variable
- B. Array
- C. Constant
- D. data

Answer – C) Constant

583. String Constant is a group of letters. What is its specialty?

- A. is closed in “” in the letter.
- B. Closes in () in the letter.
- C. are tied in the rope.
- D. None of these

Answer – A) is closed in “” in the letter.

584. Under the constant, such numbers come in, where decimals are not used is called _____.

- A) Integer constant
- B) string
- C) Real number
- D) Variable

Answer – A) integer constant

585. A group of data which is same type stored in main memory; It has a similar

name is called _____ .

- A) Variable
- B) Array
- C) Constant
- D) Data

Answer -B) Array

586. Signals used in the basic language, what is called ?

- A) Variable
- B) Array
- C) Constant
- D) Expression

Answer -D) expression

587. How many types of expressions are there?

- A) One
- B) Two
- C) Three
- D) Four

Answer -D) Four

588. Which operator do you use for subtracting, adding, multiplication, etc.?

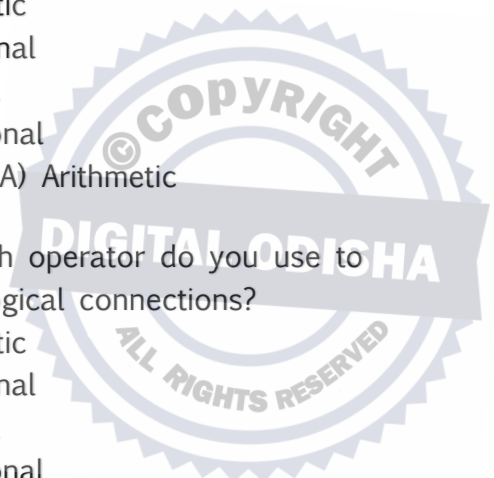
- A) Semantic
- B) Relational
- C) Logical
- D) Functional

Answer – A) Arithmetic

589. Which operator do you use to express logical connections?

- A) Semantic
- B) Relational
- C) Logical
- D) Functional

Answer- B) Relational



590. And, OR and NOT are used under the operator?

- A) Semantic
- B) Relational
- C) Logical
- D) Functional

Answer – C) logical

591. MAX and MIN are used under which operator?

- A) Arithmetic
- B) Relational
- C) Logical
- D) Functional

Answer – D) Functional

592. What is Statement?

- A) Computer Statement
- B) Single unit of program command
- C) One type of program
- D) None of these

Answer -B) Single unit of program command

593. Which statement use to determine the value by variable?

- A) LET
- B) REM
- C) READ
- D) DATA

Answer – A) LET

594. In the beginning or middle of the program, which statement use to write a remark or comment ?

- A) LET
- B) REM
- C) READ

D) DATA

Answer – B) REM

595. What statements are used to feed the data.

- A) LET
- B) REM
- C) INPUT
- D) DATA

Answer -C) INPUT

596. READ and DATA statements are used simultaneously. What is defined by the READ statement?

- A) Value
- B) Variable
- C) Memory
- D) None of these

Answer – B) variable

597. What is defined by the DATA statement?

- A) Memory
- B) Variable
- C) Memory
- D) None of these

Answer -B) variable

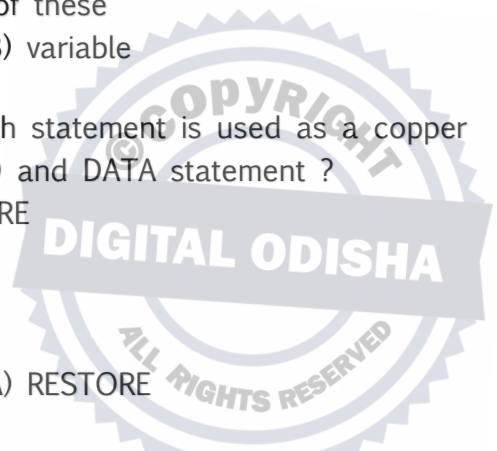
598. Which statement is used as a counter with READ and DATA statement ?

- A) RESTORE
- B) INPUT
- C) REM
- D) STOP

Answer -A) RESTORE

599. What statement is used to see the results of the program?

- A) END



- B) STOP
- C) REM
- D) Print

Answer – D) Print

600. Which statement is used on the last line of the program.

- A) END
- B) STOP
- C) REM
- D) Print

Answer – A) END

601. Which statement is used to stop the execution of the program ?

- A) END
- B) STOP
- C) REM
- D) Print

Answer -B) STOP

602. What is called Group Statement that can be executed from various exchanges in the program.?

- A) Routine
- B) subroutine
- C) Functions
- D) Subfamination

Answer -B) subroutine

603. The work of function in programming is same as in mathematics. What is function?

- A) Series of rules
- B) Value
- C) Variable
- D) Data

Answer- A) series of rules

604. Sabroutine and Function from one language to another language

- A) change
- B) Do not change
- C) Never change
- D) None of these

Answer- A) changes

605. When several integrated circuit sets on printed circuit board then what is it called ?

- A) RAM
- B) ROM
- C) SIM
- D) None of these

Correct Answer: c) SIM

606. The part of the motherboard that uses input and output cards is what it is called.

- A) Expansion slot
- B) Input slot
- C) Socket
- D) None of these

Correct Answer: a) Expansion slot

607. The place where the RM is installed in the motherboard is what it is called.

- A) RAM (R M) stand
- B) Memory Bank
- C) ROM kit
- D) None of these

Correct Answer: b) Memory Bank

608. What is called Basic Input Output System of Computer?

- A) BIOS
- B) CPU

C) LU

D) None of these

Correct Answer: a) BIOS

609. What is the truth of the BIOS in the following works?

A) It maintains a relationship between all the circuits of the motherboard.

B) It directs the micro processor to work.

C) This software copies.

D) Both are true.

Correct Answer: c) This software copies.

610. What is called for process of accessing to C prompt after the computer is switched on?

A) Warming

B) Booting

C) Running

D) None of these

Correct Answer: b) Booting

611. When computer is switch on without main switch on what is it called?

A) Cold Booting

B) Warm booting

C) Both

D) None of these

Correct Answer: a) Cold Booting

612. The files that do not appear on the monitor by using the browser are called

A) Hidden files

B) Program file

C) Bad file

D) None of these

Correct Answer: a) Hidden files

613. What is unix ?

A) It is a multi-user, multi-tasking operating system

B) This is a scanning program

C) This is the printing software

D) None of these

Correct Answer: a) It is a multi-user, multi-tasking operating system

614. What is the language of the Unix operating system

A) 'A'

B) 'B'

C) 'C'

D) 'D'

Correct Answer: c) 'C'

615. Who is responsible for the creation of Unix?

A) AT & T

B) Intel

C) Bell Laboratory

D) Coral

Correct Answer: c) Bell Laboratory

616. What is COBOL

A) Common Business Oriented Language

B) A special type of computer

C) A special type of scanner

D) None of these

Correct Answer: a) Common Business Oriented Language

617. When did the COBOL program develop?

A) 1948 AD

B) 1958 AD

C) 1968 AD

D) 1978 AD

Correct Answer: c) 1968 AD

618. Who is responsible for the creation of the COBOL program

- A) Indian Institute of Technology
- B) American National Standards Institute
- C) Bell Laboratory
- D) None of these

Correct Answer: b) American National Standards Institute

619. When was the software named BASE develop?

- A) 1965 AD
- B) 1975 AD
- C) 1980 AD
- D) 1985 AD

Correct Answer: c) 1980 AD

620. Who created the software called BASE?

- A) Wayne Rattlif
- B) Pascal
- C) Napier
- D) None of these

Correct Answer: a) Wayne Rattlif

621. What is the mark or blip emerging on the screen, which represent the position ?

- A) Cursor
- B) Marker
- C) Blip
- D) None of these

Correct Answer: a) Cursor

622. When was the development of BASIC language ?

- A) 1961 AD

B) 1964 AD

C) 1971 AD

D) 1971 AD

Correct Answer: b) 1964 AD

623. Who created the BASIC language?

- A) Wayne Rattlif
- B) Prof. J. E.Comneye and Prof. P. E. Katz
- C) Bill Gates
- D) Shabbir Bhatia

Correct Answer: b) Prof. J. E.Comneye and Prof. P. E. Katz

624. Which card is used to listen to the computer's voice or record the voice in the computer ?

- A) Sound Card
- B) VGA Card
- C) HGA Card
- D) None of these

Correct Answer: a) Sound Card

625. What is a group with connections component ?

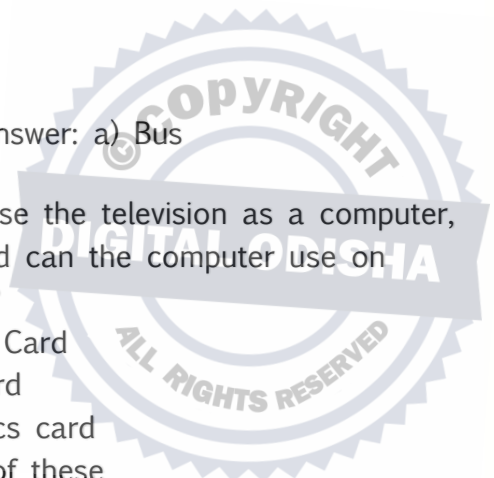
- A) Bus
- B) Block
- C) Kit
- D) Yard

Correct Answer: a) Bus

626. To use the television as a computer, which card can the computer use on television?

- A) Sound Card
- B) Pal Card
- C) Graphics card
- D) None of these

Correct Answer: b) Pal Card



627. The electronic card which is connected to the mother board is called _____.

- A) Doter Board
- B) Single Board
- C) Signal board
- D) None of these

Correct Answer: a) Doter Board

628. Who conducts a steady electric current in the computer ?

- A) Semiconductor
- B) Constant voltage stabilizer
- C) Rectifier
- D) None of these

Correct Answer: b) Constant Voltage Stabilizer

629. What does uninterrupted power supply do?

- A) AC voltage turns to DC voltage
- B) Turns DC voltage into AC voltage
- C) Both are true
- D) Both are false

Correct Answer: b) turns DC voltage into AC voltage

630. When was the ISDN launched for the first time ?

- A) 1960 AD
- B) 1970 AD
- C) 1980 AD
- D) 1990 AD

Correct Answer: d) 1990 AD

631. ISDN launched for the first time ?

- A) Singapore
- B) Hong Kong

C) Malaysia

D) Taiwan

Correct Answer: a) Singapore

632. Which of the flowing coating is used as a anti glare coating to eliminate the brightness of the monitor's screen ?

- A) Potassium Fluoride
- B) magnesium fluoride
- C) Zinc chloride
- D) Copper chloride

Correct Answer: b) Magnesium Fluoride

633. Which is the world's first entertainment web casting portal ?

- A) webdunia.com
- B) women.com
- C) poetry.com
- D) com

Correct Answer: d) numtv.com

634. 1 pico second is equal to ?

- A) 10-8 seconds
- B) 10-10 seconds
- C) 10-12 seconds
- D) 10-14 seconds

Correct Answer: c) 10-12 seconds

635. What is protein bio-chip ?

- A) Silicon computer chips and chips made of biological proteins
- B) Chips made of protein and carbohydrate
- C) Chips made from vegetable proteins and animal proteins
- D) None of these

Correct Answer: a) Silicon computer chips and chips made of biological proteins

636. Protein bio-chip will help in which work ?

- A) Identify the diseases of crops
- B) Identification of plants with biochemistry for drug formation
- C) Both are true
- D) Both are false

Correct Answer: c) Both are true

637. Who created the proton biochip ?

- A) The University of Purdue's Scientists
- B) Scientists of Howard University
- C) Bell Laboratories
- D) Bill Gates

Correct Answer: a) The University of Purdue's Scientists

638. What is 'C' ?

- A) is a letter
- B) is a design
- C) programming language
- D) None of these

Correct Answer: c) Programming Language

639. Which is the Full form of CMOS ?

- A) Central Metal Oven System
- B) Complimentary metal oxide semiconductor
- C) Central Monitor of State
- D) None of these

Correct Answer: b) Complimentary Metal Oxide Semiconductor

640. Who is the father of artificial intelligence?

- A) Ferradric Angels
- B) A. D. Lovelace
- C) Alan Turing

D) During

Correct Answer: c) Alan Turing

641. Who wrote the famous article called Computing Machinery and Intelligence?

- A) Alan Turing
- B) Howard Aiken
- C) Asimov
- D) Stephen Hawkins

Correct Answer: a) Alan Turing

642. Who created the first computer with Integrated Circuit ?

- A) Altas
- B) Kepler
- C) Jean-Amedel
- D) Copernicus

Correct Answer: c) Jean-Amedel

643. Describing the name of the first microcomputer in which Memory intelligence , input output keyboard , video display unit, was stored in the same box ?

- A) Apple - I
- B) Apple - II
- C) Apple - III
- D) Apple - IV

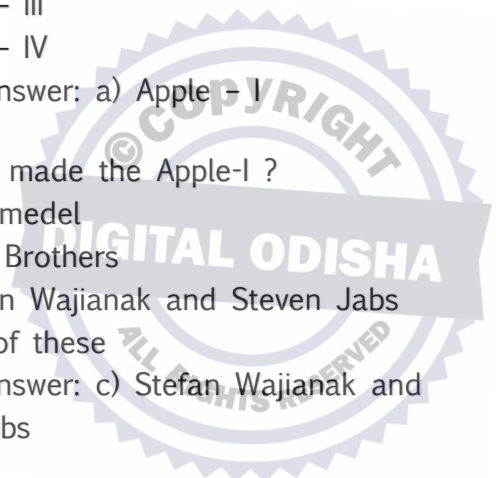
Correct Answer: a) Apple - I

644. Who made the Apple-I ?

- A) Jean-Amedel
- B) Wright Brothers
- C) Stephen Wajianak and Steven Jabs
- D) None of these

Correct Answer: c) Stefan Wajianak and Steven Jobs

645. Who developed the programming language known as FORTRAN?



- A) John Forran
- B) John Backs
- C) John Brad
- D) John Pitt

Correct Answer: b) John Backs

646. Tell the name of the protin that is theoretically capable of storing 10000 megabyte of information in a square centimeter?

- A) Bacterial hippoposins
- B) Bio protein
- C) Animal protein
- D) None of these

Correct Answer: a) Bacterial hippoposins

647. When was the first electronic computer made?

- A) 1929 AD
- B) 1919 AD
- C) 1939 AD
- D) 1949 AD

Correct Answer: c) 1939 AD

648. Development of the first electronic computer credit goes to ?

- A) John Goldwin
- B) Bill Atkins
- C) Berry Clifford
- D) Byron

Correct Answer: c) Berry Clifford

649. What was the name of the first computer with solid state diode ?

- A) Binary Automatic Computer (BINAC)
- B) Apple II
- C) BINAC-II
- D) None of these

Correct Answer: a) Binary Automatic Computer (BINAC)

650. Name the first computer to use magnetic tape for information storage.

- A) Analytical engine
- B) Binary automated computer
- C) Apple Pip
- D) None of these

Correct Answer: b) Binary Automatic Computer

651. When was the binary automatic computer built?

- A) 1929 AD
- B) 1949 AD
- C) 1959 AD
- D) 1969 AD

Correct Answer: b) 1949 AD

652. Who created the binary automatic computer

- A) John Eckert and Mockley
- B) Berry Clifford
- C) Robert Oven
- D) Saint Simon

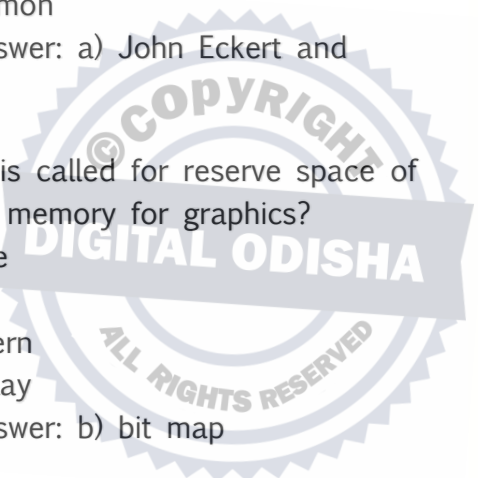
Correct Answer: a) John Eckert and Mockley

653. What is called for reserve space of computer's memory for graphics?

- A) Bit Place
- B) bit map
- C) bit pattern
- D) Bit display

Correct Answer: b) bit map

654. When was the world's first analog computer built ?



- A) 1900 AD
- B) 1920 AD
- C) 1910 AD
- D) 1930 AD

Correct Answer: b) 1920 AD

655. Who was the maker of the world's first analog computer ?

- A) Venever Bush
- B) George Bush
- C) Bush Junior
- D) Ronald Reagan

Correct Answer: a) Venever Bush

656. What is computer aided design

- A) Engineering Drawing Software
- B) Fashion Design Software
- C) Ceramic Design Software
- D) None of these

Correct Answer: a) Engineer Drawing Software

657. What was the name of the first successful British electronic computer

- A) Apollo
- B) Judas
- C) Colossus-I
- D) Prometheus

Correct Answer: c) Colossus-I

658. What is the comparative and sequential study of the information and capabilities of the higher organism and machine communication

- A) Genetics
- B) Cybernetics
- C) Robotics

D) None of these

Correct Answer: b) Cybernetics

659. The person with the Mechanical mechanical robot is given the respect

- A) Cyborg
- B) Rowborg
- C) Robocop
- D) Electrodes

Correct Answer: a) Cyborg

660. Computer-controlled X-ray technology is what is called

- A) Computer Aided Design
- B) Computerized Xial Tomography
- C) Computer Assisted Instruction
- D) None of these

Correct Answer: b) Computerized Xial Tomography

661. The computer museum is located

- A) Boston, United States
- B) New Delhi, India
- C) Mayunich, Germany
- D) Ottawa, Canada

Correct Answer: a) Boston, United States

662. The person who work on computer is called _____

- A) Computer Worker
- B) Computational
- C) Cyber ??Person
- D) None of these

Correct Answer: b) Computational

663. Who is the author of the famous book The Fourth Generation on the subject of artificial intelligence?

- A) Capbel
 - B) Carl Sagan
 - C) Feigenbaum
 - D) Tykez Asimov
- Correct Answer: c) Feigenbaum

664. Who is the first professor of computer science in the world ?

- A) Friedrich Call
- B) Tom Kilburn
- C) Syborg
- D) Aziz Premji

Correct Answer: b) Tom Kilburn

665. Which of the following is not a hard disk maker

- A) Fijitsu
- B) Hitachi
- C) Seagate
- D) Philips

Correct Answer: d) Philips

MICROSOFT WORD MCQ

1. Which of these is not the correct version of MS-OFFICE.

- A) OFFICE XP
- B) OFFICE VISTA
- C) OFFICE 2007
- D) OFFICE 2010

Correct Answer: B) OFFICE VISTA

2. End key

- A) moves the cursor to the end of the line. (Moves the cursor end of the line)

B) Moves the cursor to the end of the document. (Moves the cursor end of the document)

C) moves the cursor to the end of the paragraph. (Moves the cursor end of the paragraph)

D) Moves the cursor to the end of the screen. (Moves the cursor end of the screen)

Correct Answer: A) moves the cursor to the end of the line. (Moves the cursor end of the line)

3. MS-Office.

- A) Application Software
- B) System Software
- C) Operating System
- D) All of above | (All of Above)

Correct Answer: A) Application Software

4. Ms - The margin of the page appears in the layout in which word.

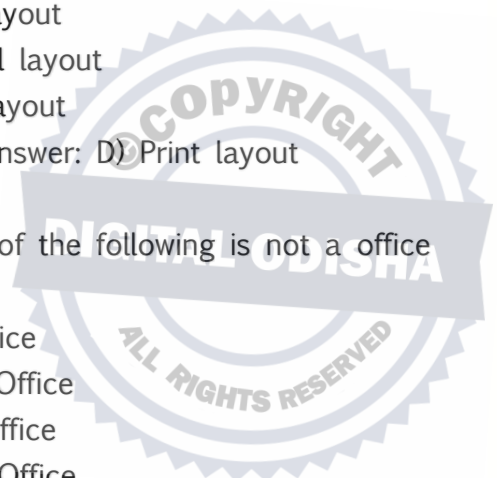
- A) Outline layout
- B) Web layout
- C) Normal layout
- D) Print layout

Correct Answer: D) Print layout

5. Which of the following is not a office suite.

- A) MS-Office
- B) Lotus Office
- C) Star Office
- D) Close Office

Correct Answer: D) Close Office



6. The formatting toolbar has the Minimum and Maximum Size of the font

- A) 8, 68
- B) 8, 70
- C) 6, 68
- D) 872

Correct Answer: D) 872

7. In a paragraph, the distance between the two rows is called

- A) Spacing
- B) Word Spacing
- C) Line Spacing
- D) Row Spacing

Correct Answer: C) Line Spacing

8. Line spacing is usually in rows.

- A) 1.5
- B) 2.0
- C) 0.5
- D) 1.0

Correct Answer: D) 1.0

9. MMS-Word 2003 is a file extension built in.

- A) .doc
- B) .docx
- C) .ppt
- D) .exe

Correct Answer: A) .doc

10. Which of the following is used in MS-Word to change the character size and typeface?

- A) View

B) Tools

C) Format

D) Data

Correct Answer: C) Format

11. _____, the first letter of each word comes in a small case and all the other letters come in a big case.

- A) uppercase
- B) Lowercase
- C) Toggle case
- D) Title case

Correct Answer: C) Toggle case

12. By default, is this Header or Footer printed on this page?

- A) On the first page
- B) On all pages (On every page)
- C) On the last page (on Last page)
- D) None of these (None of Above)

Correct Answer: B) On All Pages (On every page)

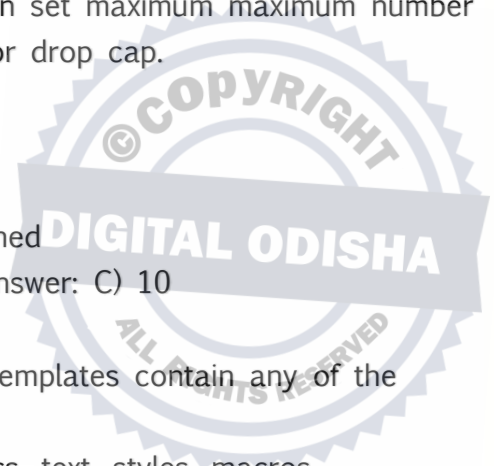
13. You can set maximum maximum number of lines for drop cap.

- A) 15
- B) 20
- C) 10
- D) Undefined

Correct Answer: C) 10

14. Slide Templates contain any of the following.

- A) Graphics, text, styles, macros
- B) Customized word command setting



C) Auto text entries

D) All of above

Correct Answer: D) All of above

15. Why Drop Cap is used in the document

A) To drop all the capital letters

B) For each paragraph to start automatically with the capital letters

C) Beginning of paragraphs with a large capital letterer

D) None of these.

Correct Answer: C) Beginning of paragraphs with a large capital letterer

16. The font from below is not a font.

A) Bold

B) Italic

C) Regular

D) Superscript

Correct Answer: D) Superscript

17. Which of the following is not in the Insert – Picture menu.

A) Chart (chart)

B) Graph

C) Clip Art

D) Word Art

Correct Answer: B) Graph

18. Which of these commands is not available in the Tools menu

A) Auto summarize

B) Auto telt

C) Macro

D) Autocorrect

Correct Answer: B) Auto text

19. Superscript, subscript, outline, emboss, engrave are known.

A) Font effects

B) Text effects

C) Font styles

D) Word Art

Correct Answer: A) Font Effects

20. MMS-Word is the name of font used in the default form.

A) Times New Roman

B) Algerian

C) Arial

D) None of These

Correct Answer: A) Times New Roman

21. In the toolbar, you can get the Format painter tool.

A) Picture toolbar

B) Formatting toolbar

C) Drawing toolbar

D) Standard toolbar

Correct Answer: D) Standard toolbar

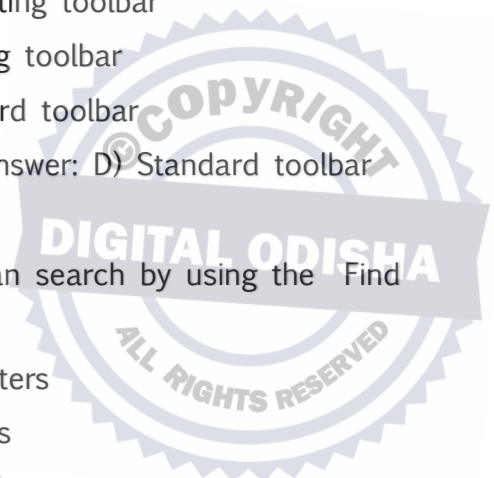
22. We can search by using the Find option.

A) Characters

B) Formats

C) Symbols

D) All of These



Correct Answer: D) All of These

23. What is MS-Word?

- A) Operating System
- B) Typing Tutor Software
- C) Word Processing Software
- D) A Game

Correct Answer: C) Word Processing Software

24. Open Dialog is the shortcut to open Vox.

- A) F12
- B) Shift + F12
- C) Alt + F12
- D) Ctrl + F12

Correct Answer: D) Ctrl + F12

25. Background color of document is not displayed in the effect

- A) Print Preview
- B) Print Layout View
- C) Reading View
- D) Web Page Layout

Correct Answer: A) Print Preview

26. Which of these options is not correct.

- A) Title Bar
- B) Status Bar
- C) Properties Bar

D) Down Bar

Correct Answer: D) Down Bar

27. Which of the following does not occur in the Options menu window.

- A) New window
- B) Help
- C) Arrange All
- D) Split

Correct Answer: B) Help

28. Insert Date, Format Page Number, and Insert Auto text Toolbar has buttons.

- A) Formatting
- B) Header and Footer
- C) Standard
- D) Edit

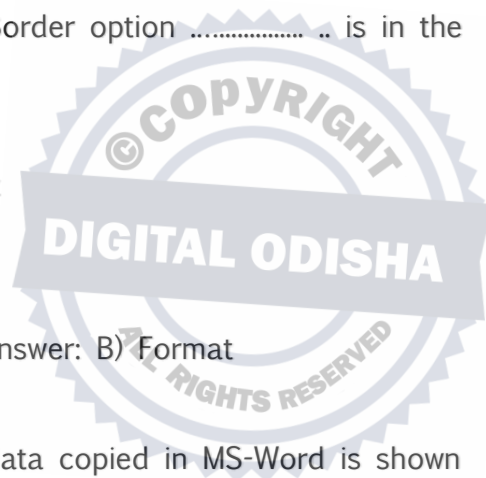
Correct Answer: B) Header and Footer

29. Page Border option is in the menu.

- A) Insert
- B) Format
- C) Tools
- D) View

Correct Answer: B) Format

30. The data copied in MS-Word is shown in



- A) Taskbar
- B) Task pane
- C) Clipart
- D) None of these.

Correct Answer: D) None of these.

31. How many steps are there in Mail merger

- A) 5
- B) 6
- C) 7
- D) 8

Correct Answer: D) 8

32. Bullets and Numbering options in which menu

- A) Insert
- B) Format
- C) Tools
- D) View

Correct Answer: B) Format

33. What is the short break shortcut?

- A) CTRL + Enter
- B) Alt + Enter
- C) Shift + Enter
- D) Space + Enter

Correct Answer: C) Shift + Enter

34. In MS Word, how many types can you create in the "Auto Summarize option" Summary.

- A) 3
- B) 4
- C) 5
- D) 6

Correct Answer: B) 4

35. MS File created in Windows may contain most characters in the name

- A) 256
- B) 255
- C) 8
- D) 11

Correct Answer: B) 255

36. Which of these toolbars lets us change the font size and color?

- A) Standard
- B) Formatting
- C) Print Preview
- D) None of these

Correct Answer: B) Formatting

37. Gutter's position can be -

- A) Left & Right
- B) Left & Top
- C) Left & Bottom
- D) Left Only



Correct Answer: B) Left & Top

38. Word 2003, what is the margin on the left side of the document page by default

- A) 1 "
- B) 1.25 "
- C) 1.5 "
- D) 2 "

Correct Answer: B) 1.25 "

39. Which of these is not a toolbar

- A) Word count Toolbar
- B) Table and Border Toolbar
- C) Reviewing toolbar
- D) Document Map Toolbar

Correct Answer: D) Document Map Toolbar

40. What is the shortcut to change the case of a text

- A) Shift + F3
- B) Ctrl + F5
- C) Shift + C
- D) Ctrl + K

Correct Answer: A) Shift + F3

41. What is the key to making the Character a ²⁷³superscript?

- A) Ctrl + Shift + =
- B) Ctrl + Shift + }
- C) Ctrl + =

D) Ctrl + {

Correct Answer: C) Ctrl + =

42. How to save a document in MS Word

- A) 3
- B) 4
- C) 5
- D) 6

Correct Answer: A) 3

43. Which of these features is used to paste text without formatting?

- A) Paste Special
- B) Format Painter
- C) Page Setup
- D) Clear Formatting

Correct Answer: A) Paste Special

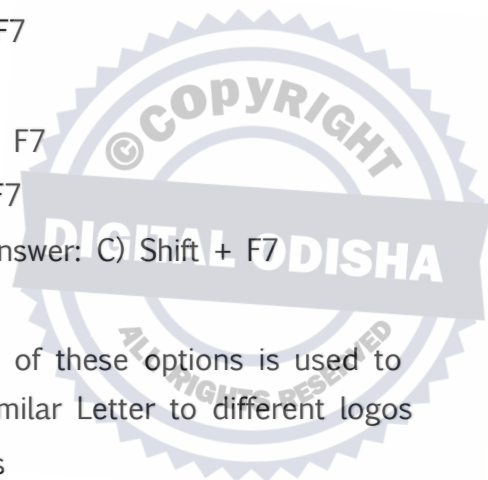
44. Shortcut to open Tressaurus Window - What happens to

- A) -trl + F7
- B) F7
- C) Shift + F7
- D) Alt + F7

Correct Answer: C) Shift + F7

45. Which of these options is used to send a similar Letter to different logos

- A) macros
- B) template



C) mail merge

D) Auto Send

Correct Answer: C) mail merge

46. Ms is the extension of Document File in Word 2007

A) WPF

B) TXT

C) DOC

D) DOCX

Correct Answer: D) DOCX

47. What is the background color and effects in show view of MS Word

A) Web layout view

B) Print Layout view

C) Reading View

D) Print Preview

Correct Answer: D) Print Preview

48. What is the use of F12 Key

A) Save As dialog box

B) Spelling & Grammar dialog box

C) Chart Wizard

D) Font dialog box

Correct Answer: A) Save As dialog box

49. What is Portrait and Landscape

A) Page Orientation

B) Paper Size

C) Page Layout

D) Page Margin

Correct Answer: A) Page Orientation

50. Spelling Checking What is the Short Cut Key

A) F1

B) F2

C) F7

D) F9

Correct Answer: C) F7

51. Which of these options is used to move the text

A) Copy and Paste

B) Cut and Paste

C) Paste and Delete

D) Paste and Cut

Correct Answer: B) Cut and Paste

52. Which option is used to change the document's location saved in advance

A) Save as

B) save

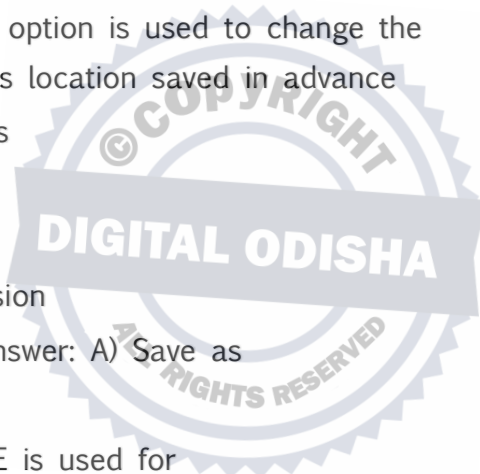
C) Open

D) Permission

Correct Answer: A) Save as

53. Ctrl + E is used for

A) Re-Open the last closed document



B) Insert Hyperlink
C) Insert Bullets & Numbering
D) Center align the selected Paragraph
Correct Answer: D) Center align the selected Paragraph

55. Which of the following is used to change the option margin

- A) formatting toolbar
- B) page setup dialog box
- C) Standard toolbar
- D) Header & Footer

Correct Answer: B) page setup dialog box

56. What is the default page set in 56.Ms word

- A) Letter
- B) Legal
- C) A4
- D) A3

Correct Answer: A) Letter

57. In the Kiss view, Header and Footer appear -

- A) Normal View
- B) Page Layout View
- C) Print Layout View
- D) Draft Views

Correct Answer: C) Print Layout View

58. Spelling mistakes are corrected with help of which of these options

- A) Auto Format
- B) Auto Text
- C) Auto Correct
- D) Auto Spell

Correct Answer: C) Auto Correct

59. You can insert the chart option in MS Word from which menu

- A) Edit
- B) Insert
- C) Format
- D) Tools

Correct Answer: B) Insert

60. _____ is inserted at the end of the document

- A) Footer
- B) Foot Note
- C) End Note
- D) Header

Correct Answer: A) Footer

61. Font Size Maximum in Formatting Toolbar

- A) 72
- B) 82
- C) 48
- D) 92



Correct Answer: A) 72

62. How many text alignments are in MS Word

- A) 2
- B) 3
- C) 4
- D) 5

Correct Answer: C) 4

63. Which of these options is displayed at Bottom below every page

- A) Header
- B) Foot Note
- C) Title
- D) Footer

Correct Answer: D) Footer

64. What is the Font Size Minimum in the Formatting Toolbar?

- A) 4
- B) 6
- C) 8
- D) 10

Correct Answer: C) 8

65. Key key is used to erase the right side of the cursor

- A) Back space
- B) Delete

C) Shift

D) Delete + Enter

Correct Answer: B) Delete

66. Bullets and Numbering tools are used for

- A) To create a list
- B) To provide page numbers
- C) To Drawing
- D) For all of the above

Correct Answer: A) To create a list

67. The best option is to place the third paragraph after the fifth paragraph in word processing -

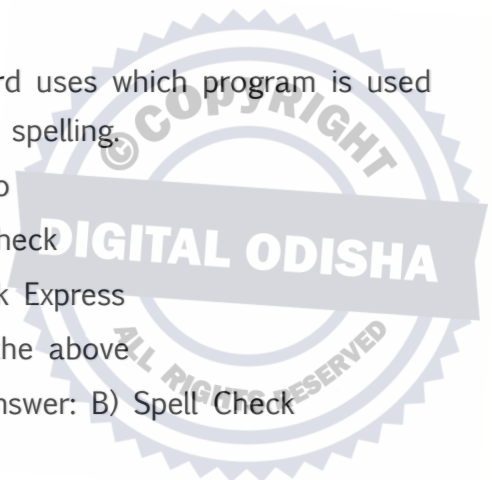
- A) Cut and Paste
- B) Copy and paste
- C) Delete and copy
- D) Edit and Paste

Correct Answer: A) Cut and Paste

68. Ms Word uses which program is used to correct spelling.

- A) Spellpro
- B) Spell check
- C) Outlook Express
- D) All of the above

Correct Answer: B) Spell Check



69. Which relationship is not with text formatting

- A) Line spacing
- B) Text spacing
- C) Margin Change
- D) Search

Correct Answer: D) Searching

70. Which menu is selected for cut, copy, and paste.

- A) File
- B) Tools
- C) Edit
- D) SPECIAL

Correct Answer: C) Edit

71. What is the name given to a user by the user.

- A) File Name
- B) Programs
- C) Record
- D) Data

Correct Answer: A) File Name

72. Which executable file is used to start MS Word?

- A) Word.exe
- B) Winword.exe
- C) MSword.exe
- D) None of this

Correct Answer: B) Winword.exe

73.M.S. What is the use of thesaurus tool in Word?

- A) Synonyms and Antonyms words
- B) Grammar options
- C) Spelling suggestions
- D) All of the above

Correct Answer: A) Synonyms and Antonyms words

74. Which of the following is used in making menu columns.

- A) Format
- B) Insert
- C) View
- D) Tools

Correct Answer: A) Format

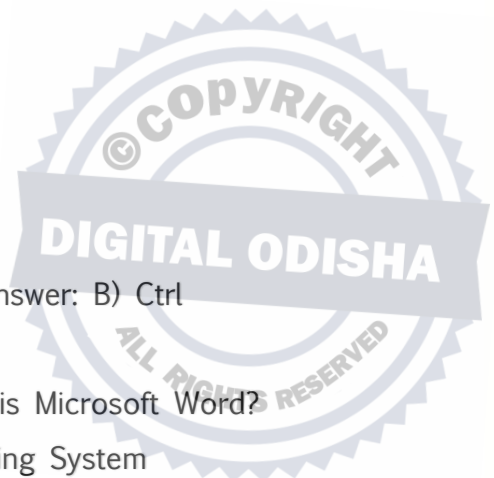
75.Ms Word, the key is pressed with the mouse.

- A) Shift
- B) Ctrl
- C) Alt
- D) Space

Correct Answer: B) Ctrl

76. What is Microsoft Word?

- a) Operating System
- b) Word Processing Program



- c) Microsoft Windows
 - d) None of these (None of Above)
- Answer - b) Word processing program

77. What are the features of Ms Word.

- a) Spelling Checking
- b) Graphics
- c) Both (Both)
- d) None of these (None of Above)

Answer - c) Both (both)

78. What is the type of MS Word to open by running command?

- a) Winzip
- b) Winword
- c) MS DOS
- d) MS Word

Answer - a) Winzip

79. How many screens are visible on Windows when you open Ms Word

- a) One
- b) Two
- c) Three
- d) none

Answer - b) Two

80. What is the name of the file created in Ms Word?

- a) Program

- b) Text
- c) Graph
- d) Document

Answer - d) Documents

81. Who can be changed with the help of Page Settlement Command.

- a) Margins, Paper Size, Color
- b) Paper source, lay out
- c) Both A and B
- d) File name

Answer - (c) Both A and B

82. Which work area is used for measuring.

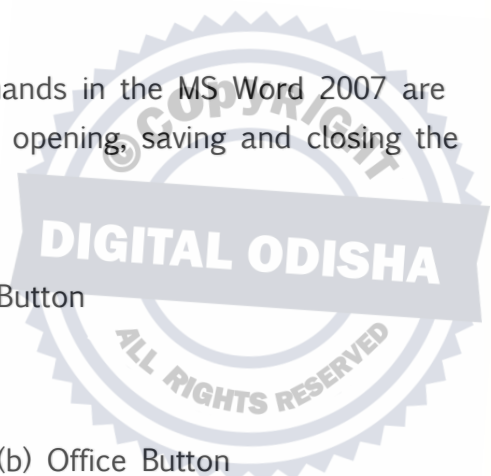
- a) ruler bar
- b) Menu bar
- c) Task Bar
- d) Title bar

Answer - (c) Task Bar

83. Commands in the MS Word 2007 are related to opening, saving and closing the file.

- a) Home
- b) Office Button
- c) New
- d) Insert

Answer - (b) Office Button



84. Which command can see the document before printing the document.

- a) Print
- b) Web page previews
- c) Print preview
- d) Send to

Answer - (c) Print preview

85. The selected line has a shortcut key to bold.

- a) Alt + B
- b) Ctrl + O
- c) Alt + O
- d) Ctrl + B

Answer - d) Ctrl + B

86. The shortcut key to underline the selected line is key.

- a) Ctrl + Shift + U
- b) Ctrl + A
- c) Alt + E
- d) Ctrl + U

Answer - d) Ctrl + U

87. Shortcut key to double underline the selected line.

- a) Ctrl + Shift + U
- b) Ctrl + D
- c) Ctrl + Shift + D
- d) Ctrl + U

Answer - c) Ctrl + Shift + U

88. There is a reference which shows the information of a part of the document in the second part.

- a) Hyperlinks
- b) Cross-references
- c) Documents
- d) Linkage

Answer - b) Cross-references

89. The alignment of the selected line is the shortcut key.

- a) Ctrl + L
- b) Ctrl + D
- c) Shift + L
- d) Then

Answer - a) Ctrl + L

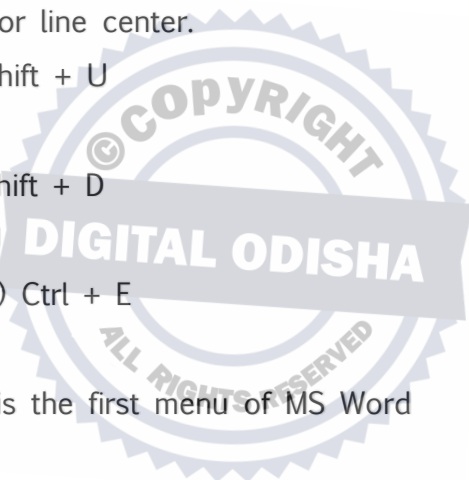
90. Which key is used to align the paragraph or line center.

- a) Ctrl + Shift + U
- b) Ctrl + E
- c) Ctrl + Shift + D
- d) Ctrl + U

Answer - b) Ctrl + E

91. Which is the first menu of MS Word 2010

- a) Tools



- b) File
- c) Open
- d) View

Answer - b) File

92. What is the screen at the bottom of the Ms Word is called what is called.

- a) Status Bar
- b) Title Bar
- c) Menu Bar
- d) End Bar

Answer - a) Status bar

93. What is the bar that appears at the top of the Ms Word.

- a) Tool Bar
- b) Title Bar
- c) Standard Tool Bar
- d) Task Bar

Answer - b) Title Bar

94. Footnotes and endnotes are used for

- a) Referrans
- b) Notice
- c) List
- d) Point

Answer - a) Referrans

95. Graphic is the visual presentation of your information and thoughts.

- a) Word art
- b) Clip art
- c) Auto-shape
- d) Smart Art

Answer - d) Smart Art

96. Shortcut key to right alignment of selected line.

- a) Ctrl + R
- b) Shift + J
- c) Ctrl + J
- d) Shift + I

Answer - a) Ctrl + R

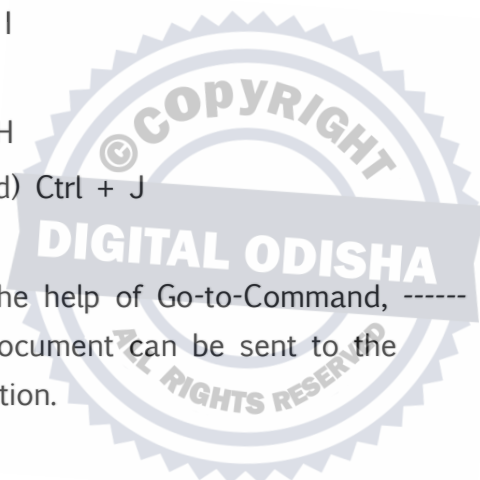
97. What are the shortcut to align the selected line to Justify?

- a) Shift + R
- b) Shift + I
- c) Ctrl + I
- d) Ctrl + H

Answer - d) Ctrl + J

98. With the help of Go-to-Command, ----- in the document can be sent to the given location.

- a) Cursor
- b) page number



- c) text
- d) Character

Answer - a) Cursor

99. ----- There is a list of topics that are present in the document along with their respective reference page.

- a) Index
- b) Table
- c) Clipboard
- d) Table of content

Answer - d) Table of content

100. What are the commands to destroy the effect of the last command?

- a) Redu
- b) Cut
- c) Undo
- d) Clear

Answer - c) Undo

101. The whole document with the help of which command is selected.

- a) Select
- b) Select Page
- c) Select All
- d) Select Special

Answer - c) Select All

102. With the help of which command, any text or graphics can be removed permanently.

- a) Delete
- b) Delete All
- c) Clear
- d) Clear All

Answer - a) Delete

103. In order to indent your text you can use "Decrease indent" and "Increase indent" in the "Paragraph group" on the ----- tab.

- a) Insert
- b) Home
- c) Page Layout
- d) Data

Answer - b) Home

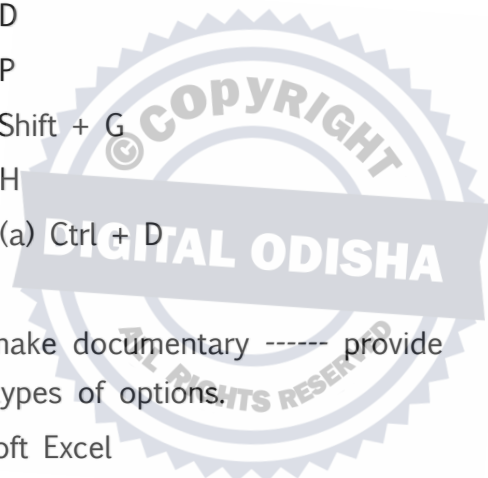
104. Which key is used to display a font dialog box.

- a) Ctrl + D
- b) Ctrl + P
- c) Ctrl + Shift + G
- d) Ctrl + H

Answer - (a) Ctrl + D

105. To make documentary ----- provide different types of options.

- a) Microsoft Excel
- b) Microsoft PowerPoint



- c) Microsoft Word
- d) Microsoft Access

Answer - (c) Microsoft Word

106. When MS Word 2007 is selected automatically, the text is displayed

.....

- a) Taskbar
- b) Minibar
- c) My Toolbar
- d) Menubar

Ans-C

107. There is an extension of file made in MS Word.

- a) Word
- b) Docs (DOX)
- c) RTF
- d) BMP

Ans-B

108. Which key is used to move to the beginning of the line.

- a) Ctrl + Home
- b) Home
- c) Up Arrow
- d) Page Up

Ans-B

109. What you can make using TOC.

- a) Heading Styles
- b) Custom styles
- c) Outline Levels
- d. All of the above

Ans-D

110. What are the functions of the Word 2010 file menu?

- a) Creating a new file
- b) Open old file
- c) Save the file
- d. All of the above

Ans-B

111. ----- You connect any location of the current document to another document or website.

- a) Link
- b) Hyperlinks
- c) Hypolink
- d) Linkage

Ans-B

112. The shortcut key for subscripting is - -----.

- a) Shift + S
- b) Ctrl + =
- c) Ctrl + Shift + \$
- d) Ctrl + -

Ans-B

113. The shortcut key to superscripting is -----.

- a) Shift + Ctrl + Edge
- b) Ctrl + Shift + +
- c) Ctrl + \$
- d) Ctrl + -

Ans-B



114. The shortcut key for double line spacing is -----.

- a) Ctrl + 1
- b) Ctrl + 2
- c) Shift + 1
- d) Shift + 2

Ans-B

115. What commands can change the object brought from other software.

- a) changelog object
- b) Object
- c) Convert Object
- d) None of these

Ans-B

116. Before cutting and copying any text and graphics, what position should it be in?

- a) Selected
- b) Import
- c) Paste
- d) None of these (None of Above)

Ans-A

117. ----- There is a dictionary of synonyms that can be used to find synonyms.

- a) Translate (Translate)
- b) Spelling
- c) Thesaurus
- d) Research

Ans-C

118. Any text, footnote, endnote or mark can be searched with the help of which command.

- a) Search
- b) Find
- c) Go To
- d) Search All

Ans-C

119. When scripting web pages ----- script language is used.

- a) Hyper Text Markup Language
- b) Hyper Link Markup Language
- c) Hyper Text Web Language
- d) None of these (None of Above)

Ans-A

120. ----- There is a list of topics that are present in the document with their respective reference page.

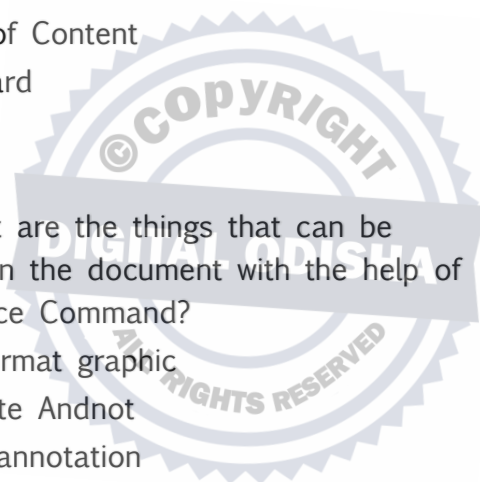
- a) Index
- b) Table
- c) Table of Content
- d) Clipboard

Ans-C

121. What are the things that can be changed in the document with the help of the Replace Command?

- a) Text format graphic
- b) Footnote Andnot
- c) Graph annotation
- d. All of the above

Ans-D



122. Where the selected text goes to the cut and copy.

- a) Recycle Bin
- b) My Computer
- c) Clipboard
- d) Desktop

Ans-C

123. In the Kiss scene headers, footers, background etc. are displayed on the screen.

- a) Draft
- b) Web Layout
- c) Outline
- d) Print Layout

Ans-D

124. In the Kid's view, the document is seen in plain form without formatting.

- a) Normal
- b) Web Layout
- c) Outline
- d) Desk Top (Desktop)

Ans-C

125. We use the ----- to correct the document automatically.

- a) Auto Correct Feature
- b) Auto Complete Feature
- c) Building Blocks
- d) Formatting

Ans-A

126. Which commands are the same dialog box?

- a) Fayed, Go To
- b) Go to, Replace, Find (Go To, Replace, Find)
- c) Find, Clear, Go To
- d) Clear, Go to, Replace (Clear, Go To, Replace)

Ans-B

127. Which of the following ribbon tabs are not in Word 2007?

- a) Home
- b) Tools
- c) Page Layout
- d) Insert

Ans-B

128. What format can we save our document files by the Save as command?

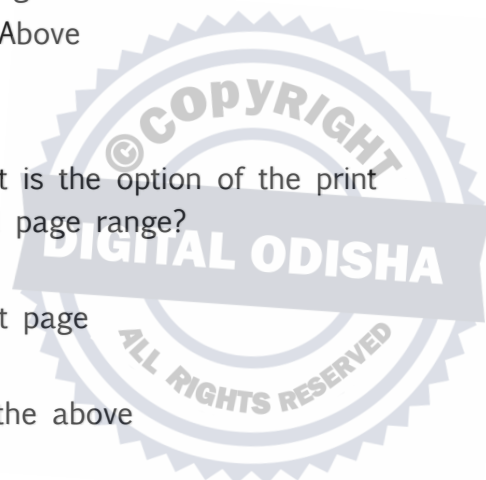
- a) HTML
- b) XML
- c) Web Page
- d) All of Above

Ans-d

129. What is the option of the print command page range?

- a) All
- b) Current page
- c) Pages
- d. All of the above

Ans-D



130. Which Command can send the document to e-mail to anyone.

- a) Print
- b) Send to
- c) Go To
- d) A and B

Ans-C

131. The command is used to save the already saved document with another name.

- a) Home
- b) Tools
- c) Page Layout
- d) Insert

Ans-B

132. Header and footer options can be changed with the help of which command.

- a) Page Setup
- b) Header and Footer
- c) New
- d) A and B

Ans-B

133. The new document in Word is based on which template.

- a) Journal (General)
- b) Normal
- c) template
- d) Standard

Ans-B

134. What can be in the file's file

- a) Text
- b) Graphs
- c) Table
- d) All of Above

Ans-D

135. The shortcut keys to italicize the selected line are key.

- a) Alt + F
- b) Ctrl + E
- c) Alt + I
- d) Ctrl + I

Ans-D

136. Which option is used by the mouse to select a line in the document.

- a) Clicking three times
- b) Double click
- c) Clicking four times
- d) by the scroll button

Ans-A

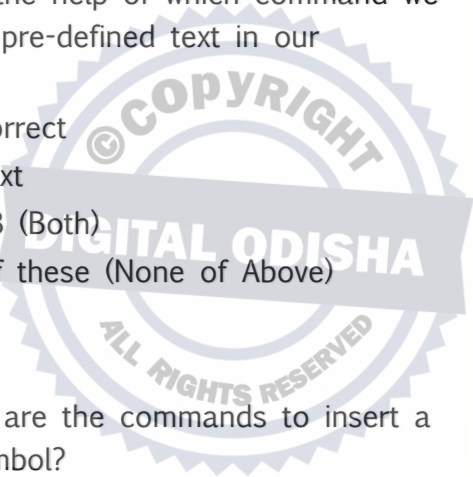
137. With the help of which command we can insert pre-defined text in our document.

- a) Auto Correct
- b) Auto Text
- c) A and B (Both)
- d) None of these (None of Above)

Ans-B

138. What are the commands to insert a special symbol?

- a) Insert



- b) Symbol
- c) Special character
- d) None of these (None of Above)

Ans-B

139. There is shortcut key ----- to create a new file in Word.

- a) Ctrl + N
- b) Ctrl + W
- c) Ctrl + E
- d) Ctrl + M

Ans-A

140. The shortcut keys to open the file are -----.

- a) Ctrl + E
- b) Ctrl + W
- c) Ctrl + O
- d) Ctrl + M

Ans-C

141. Headings, subheading and body text can be hidden by which button.

- a) Promote
- b) Expand
- c) collapse
- d) Demote

Ans-C

142. For the tasks such as fax, invoice or business letter ----- there is a pre-designed document.

- a) Template
- b) File

- c) Form
- d) Database

Ans-A

143. What is the short description written about the same page on the page under the same page?

- a) Header
- b) Footer
- c) End-note
- d) Foot-note

Ans-D

144. You can press ----- key to remove any single character from the left.

- a) Delete
- b) Backspace
- c) Enter
- d) Spacebar

Ans-B

145. All tool boxes, scroll bars, title bars, etc. by which option are removed from the screen.

- a) Full Screen
- b) Zoom
- c) Hide
- d) Show

Ans-A

146. Where can the picture insert from the picture command.

- a) From file
- b) Auto shape



- c) Chart
- d. All of the above

Ans-A

147. How to format text boxes by text box command.

- a) Change text color and text color
- b) There are shades, shapes, styles and fonts in the text box.
- c) A and B
- d) Can put graphics

Ans-C

148. There are general applications for news paper columns.

- a) News Reading
- b) News Letter
- c) News
- d) News Editor

Ans-B

149. What is done with the help of toolbar command.

- a) Different toolbars can be turned on / off on screen
- b) create and delete new toolbars
- c) Can change the name of the toolbar
- d. All of the above

Ans-D

150. What is the role of a ruler command?

- a) Showing or hiding the ruler bar
- b) Change the name of the ruler bar

- c) Text formatting
- d) None of these

Ans-B

151. Which is the first menu of MS Word 2010.

- a) Tools
- b) File
- c) Open
- d) View

Ans-B

152. The screen that is displayed at the bottom of the Ms Word is called what is called.

- a) Status Bar
- b) Tittle Bar
- c) Menu Bar
- d) End Bar

Ans-A

153. What is the bar that appears at the top of the Ms Word?

- a) Tool Bar
- b) Tittle Bar
- c) Standard Tool Bar
- d) Task Bar

Ans-B

154. Footnotes and endnotes are used for

- a) Reference
- b) Information
- c) List



d) Point

Ans-A

155. Graphic Presentation of your information and idea is present.

- a) Word Art
- b) Clip Art
- c) Auto Shape
- d) Smart Art

Ans-D

156. Shortcut key to right alignment of selected line is key.

- a) Shift + R
- b) Shift + I
- c) Ctrl + J
- d) Ctrl + I

Ans-C

159. ----- There is a list of topics that are present in the document with their respective reference page.

- a) Index
- b) Table
- c) Clipboard
- d) Table of Content

Ans-D

160. What are the commands to destroy the effect of the last command?

- a) Redu (Undo)
- b) Cut
- c) Undo
- d) Clear Clear

Ans-C

157. What are the shortcut to justify the selected line?

- a) Shift + R
- b) Shift + I
- c) Ctrl + J
- d) Ctrl + I

Ans-D

158. With the help of go to command, ---- in the document can be sent to the given location.

- a) cursor
- b) Page Number
- c) Text
- d) Character

Ans-A

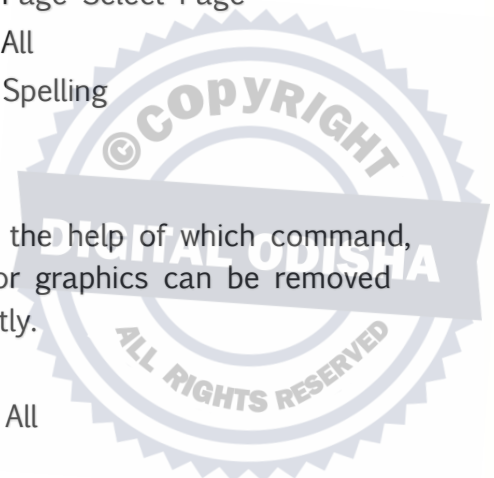
161. With the help of which command, the whole document is selected.

- a) Select
- b) Select Page Select Page
- c) Select All
- d) Select Spelling

Ans-C

162. With the help of which command, any text or graphics can be removed permanently.

- a) Delete
- b) Delete All
- c) Clear
- d) Clear All



Ans-A

163. In order to indent your text you can use "Decrease indent" and "Increase indent" in the "Paragraph group" on the ----- tab.

- a) Insert
- b) Home
- c) Page Layout
- d) Data

Ans-B

164. What keys are used to display a font dialog box?

- a) Ctrl + D
- b) Ctrl + P
- c) Ctrl + Shift + G
- d) Ctrl + H

Ans-A

165. To make documentary ----- provide different types of options.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Ans-C

166. MS Word 2007 is automatically displayed on text selection.

- a) Task Bar
- b) Mini Bar
- c) MiniTool Bar
- d) Menu Bar

Ans-C

167. There is an extension of file made in MS Word.

- a) Word
- b) Docx
- c) RTF
- d) BMP

Ans-B

168. Which key is used to move to the beginning of the line.

- a) Ctrl + Home
- b) Home
- c) Up Arrow
- d) Page Up

Ans-B

169. What you can make using TOC.

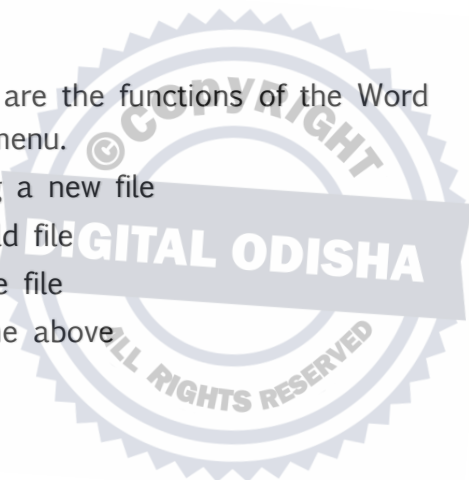
- a) Heading Styles
- b) Custom styles
- c) Outline Levels
- d. All of the above

Ans-D

170. What are the functions of the Word 2010 file menu.

- a) Creating a new file
- b) Open old file
- c) Save the file
- d. All of the above

Ans-D



171. ----- you add a location other
Dokyumennt or website currently
Dokyumennt.

- a) Link
- b) Hyperlink
- c) Hypolink
- d) Linkej

Ans-B

172. The shortcut key for subscripting is -
-----.

- a) Shift + S
- b) Ctrl + =
- c) Ctrl + Shift + \$
- d) Ctrl + -

Ans-B

173. There are shortcut keys ----- to
superscript.

- a) Shift + Ctrl + S
- b) Ctrl + Shift + =
- c) Ctrl + \$
- d) Ctrl + -

Ans-B

174. The shortcut keys of double line
spacing are -----.

- a) Ctrl + 1
- b) Ctrl + 2
- c) Shift + 1
- d) Shift + 2

Ans-B

175. What commands can change the
object brought from other software.

- a) Changelog Object
- b) Object
- c) Convert Object
- d) None of these (None of Above)

Ans-B

176. Before cutting and copying any text
and graphics, what position should it be
in?

- a) Selected
- b) Import
- c) Paste
- d) None of these (None of Above)

Ans-A

177. ----- There is a dictionary of
synonyms that can be used to find
synonyms.

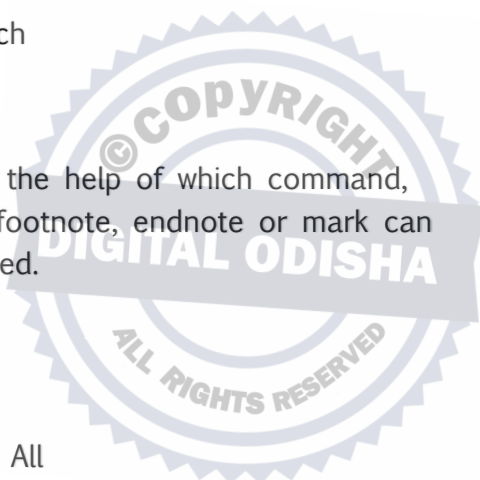
- a) Translate (Translate)
- b) Spelling
- c) Thesaurus
- d) Research

Ans-C

178. With the help of which command,
any text, footnote, endnote or mark can
be searched.

- a) Search
- b) Find
- c) Go To
- d) Search All

Ans-C



179. When scripting web pages ----- script language is used.

- a) Hyper Text Markup Language
- b) Hyper Link Markup Language
- c) Hyper Text Web Language
- d) None of these (None of Above)

Ans-A

180. ----- There is a list of topics that are present in the document along with their respective reference page.

- a) Index
- b) Table
- c) Table of Content
- d) Clipboard

Ans-C

181. What are the things that can be changed in the document with the help of the Replace Command?

- a) Text Format Graphic
- b) Footnote EndNote
- c) Graph Enotation
- d) All of above (All of Above)

Ans-D

182. Where the selected text goes to the cut and copy.

- a) Recycle Bin
- b) My Computer
- c) Clipboard
- d) Desktop

Ans-C

183. Headers, footers, background etc. are displayed on the screen in the Kiss scene.

- a) Draft
- b) Web Layout
- c) Outline
- d) Print Layout

Ans-D

184. In the Kid's view, the document is seen in plain form without formatting.

- a) Normal
- b) Web Layout
- c) Outline
- d) Desk Top (Desktop)

Ans-C

185. We use ----- to correct the document automatically.

- a) Auto Correct Feature
- b) Auto Complete Feature
- c) Building Blocks
- d) Formatting

Ans-A

186. Which commands are the same dialog box?

- a) Fayed, Go To
- b) Go to, Replace, Find (Go To, Replace, Find)
- c) Fayd, Clear, Go to (Find, Clear, Go T0)
- d) Clear, Go to, Ripples (Clear, Go T0, Replace)

Ans-B

187. Which of the following ribbon tabs are not in Word 2007?

- a) Home
- b) Tools
- c) Page Layout
- d) Insert

Ans-B

188. In which format we can save our document files by the Save as command.

- a) HTML
- b) XML
- c) Web Page
- d) All of above (All of Above)

Ans-D

189. What is the option of the print command page range?

- a) All
- b) Current Page
- c) Pages
- d) All above (All Above)

Ans-D

190. Which command can send the document to e-mail to anyone.

- a) Print
- b) Send To
- c) Go To
- d) A and B

Ans-C

191. ----- Command is used to save the document already saved in another name.

- a) Home
- b) File
- c) Page Layout
- d) Insert

Ans-B

192. Header and footer options can be changed with the help of which command.

- a) Page Setup
- b) Header and Footer
- c) New
- d) A and B

Ans-B

193. The new document in Word is based on which template.

- a) Journal (General)
- b) Normal
- c) Template
- d) Standard

Ans-B

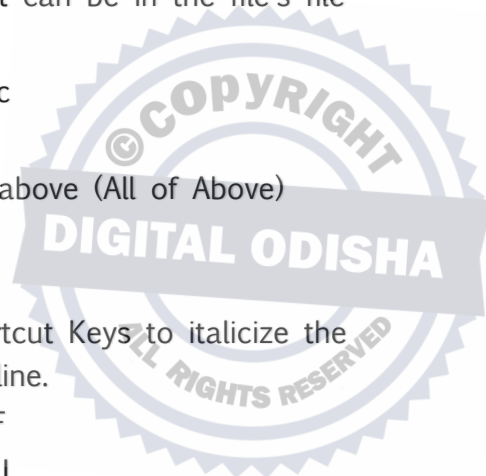
194. What can be in the file's file

- a) Text
- b) Graphic
- c) Table
- d) All of above (All of Above)

Ans-D

195. Shortcut Keys to italicize the selected line.

- a) Alt + F
- b) Ctrl + I
- c) Alt + I



d) Ctrl + L

196. The Edit Menu option is there.

a) Cut

b) Copy

c) Paste

d) All of above (All of Above)

Ans-D

197. There is a shortcut to cut the text selected.

a) Ctrl + C

b) Ctrl + V

c) Ctrl + X

d) None of the above

Ans-C

198. The piece of text that is printed on top is that.

a) Footer

b) Header

c) Center

d) All of above (All of Above)

Ans-B

199. The Control menu is located.

a) Tittle Bar

b) Status Bar

c) Menu Bar

d) None of Above

Ans-A

200. When Word starts, there is a tip on the office assistant who says.

a) Tip

b) Tip up the day

c) Dailog box

d) None (None of Above)

Ans-B

201. The following are word processors.

a) Word Star

b) MS Word

c) Word Parfact

d) All of above (All of Above)

Ans-D

202. A text is said to change the look of the letters.

a) Typing

b) Opening

c) Formatting

d) Editing

Ans-C

203. Word processor does the formatting.

a) Page Length Defination

b) Varietal Alignment

c) Justification

d) All of above (All of Above)

Ans-D

204. Use to deepen any word.

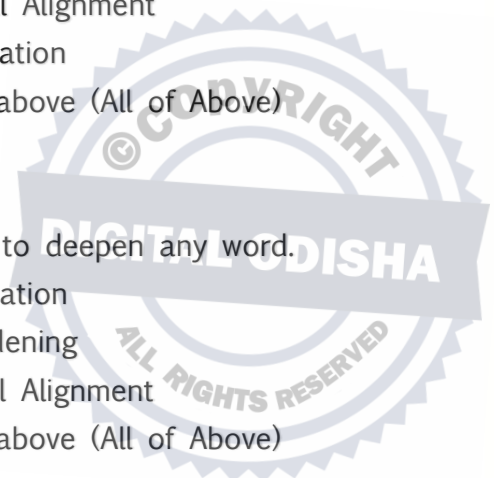
a) Justification

b) Emboldening

c) Varietal Alignment

d) All of above (All of Above)

Ans-B



205. In the paragraph, the 'ki' takes the work to go before one letter on the right side.

- a) Up Arrow
- b) Right Arrow
- c) Down Arrow
- d) Left Arrow

Ans-B

206. Go to option is used in Word, any

- a) To go on line
- b) To go to bookmarks
- c) to go to the page
- d) All the above

Ans-D

207. Of the following MS Word option is not available.

- a) Function Menu
- b) Header and Footer
- c) Auto Format Menu
- d) None of Above

Ans-D

208. Any text from a document can be removed from one place and copied to another place.

- a) By cut
- b) By copy
- c) By 'Cut' and 'Paste'
- d) By 'Copy' and 'Paste'

Ans-A

209. There is a go-to option in Word.

- a) In the File menu
- b) Insert menu
- c) In the edit menu
- d) In all the above

Ans-C

210. With the help of ki-board, to select one line above, 'ki' is taken in the work.

- a) Ctrl Key
- b) Shift key
- c) Shift + Up Arrow
- d) Ctrl + End Key

Ans-C

211. What is the command to make tables in the Word?

- a) Draw Table
- b) make-table
- c) Insert-table
- d) None of these

Ans-C

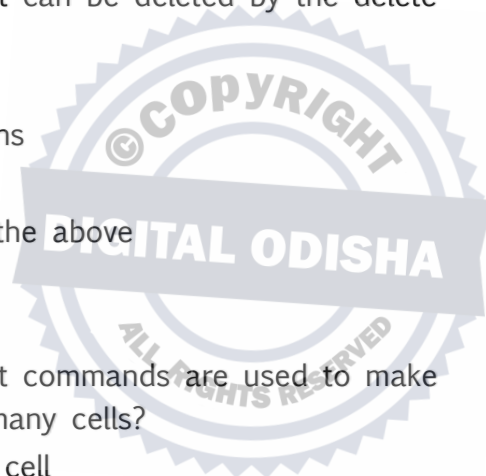
212. What can be deleted by the delete key.

- a) Table
- b) Columns
- c) Sale
- d. All of the above

Ans-D

213. What commands are used to make cells of many cells?

- a) Merge cell
- b) Split table



- c) Split cell
- d) Both A and C

Ans-B

214. Which command is used to divide a cell into multiple cells.

- a) Merge cell
- b) Split table
- c) Split cell
- d) Both A and C

Ans-C

215. How to use convert command in Word.

- a) Change the table to Tex
- b) To change the table into table
- c) To convert Tex into Tex
- d) To change all of the above

Ans-A

216. The shortcut key for the short command is -----

- a) Ctrl + Z
- b) Ctrl + U
- c) Ctrl + Y
- d) Alt + Y

Ans-C

217. Shortcut is to remove the selected text and send it to the clipboard.

- a) Ctrl + U
- b) Ctrl + X
- c) Alt + X
- d) Alt + C

Ans-B

218. Arrange the data list by command based on alphabetical and numerical digits.

- a) Sort
- b) Formula
- c) Guide Line
- d) Both A and C

Ans-A

219. What is the line present on the cell around the cell?

- a) Outline
- b) Guide line
- c) Cell line
- d) Border

Ans-D

220. Format pens command's shortcut keys are -----.

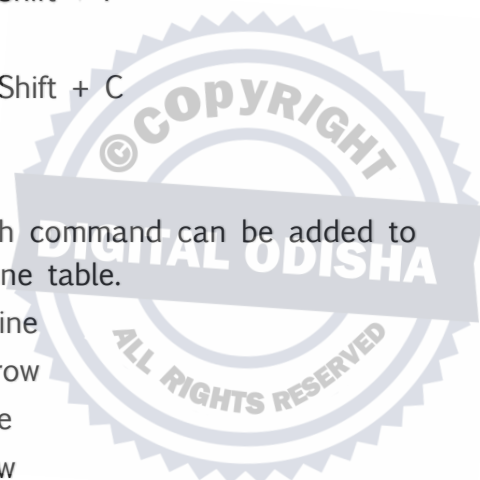
- a) Ctrl + Shift + S
- b) Ctrl + Shift + F
- c) Ctrl +>
- d) Ctrl + Shift + C

Ans-D

221. Which command can be added to the new line table.

- a) Insert line
- b) insert row
- c) End line
- d) End row

Ans-B



222. Cut shortcut key ----- is the command.

- a) Ctrl + X
- b) Ctrl + U
- c) Ctrl + C
- d) Alt + X

Ans-A

223. Copy command's shortcut keys are -- ----.

- a) Ctrl + X
- b) Ctrl + U
- c) Ctrl + C
- d) Alt + X

Ans-C

224. In addition to ----- all ribbon tabs are displayed in Word 2007.

- a) Home
- b) Insert
- c) Page layout
- d) Tools

Ans-D

225. A file is called ----- in Word.

- a) Template
- b) Forms
- c) Document
- d) Database

Ans-D

226. ----- There is a reference that shows the information of a part of the document in the second part.

- a) Hyperlink
- b) Cross Reference
- c) Document
- d) Linked

Ans-B

227. In order to give your text an indication, you can use the Decrease indent and the increase indent in the paragraph group on the '-----' tab.

- a) Insert
- b) Home
- c) Page Layout
- d) Data

Ans-B

228. -----

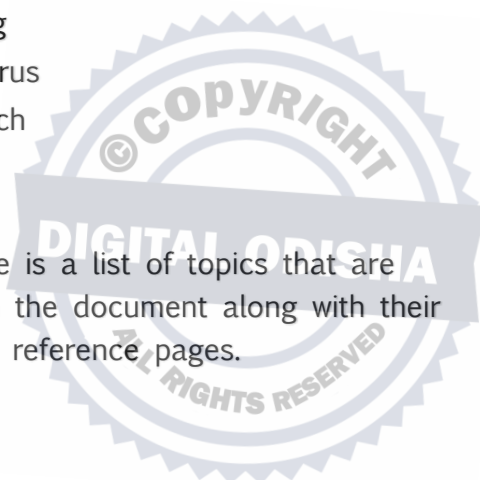
There are dictionaries of synonyms that can be used to find synonyms.

- a) Translate (Translate)
- b) Spelling
- c) Thesaurus
- d) Research

Ans-C

229. There is a list of topics that are present in the document along with their respective reference pages.

- a) Index
- b) Table
- c) Clip Art
- d) Table of Contents



Ans-D

230. By using -----, you connect the current document to a different document or website.

- a) Link
- b) Hyperlink
- c) Hypo-link
- d) Linked

Ans-B

231. For the common function like fax, advanced or commercial letter ----- there is a first design document.

- a) Template
- b) File
- c) Form
- d) Database

Ans-A

232. Text is displayed as output.

- a) By printing on paper
- b) By showing on the monitor
- c) Keep safe on other devices
- d) All the above

Ans-D

233. You can delete a text in Word.

- a) Delete 'by'
- b) Backspace 'by'
- c) Delete and backspace by 'K'
- d) None of these

Ans-C

234. Drop caps are available, MS Word K-

- a) In the tool bar menu
- b) in the Format menu
- c) in the edit menu
- d) In New Menu

Ans-B

235. The words are deep and underline to find the words.

- a) In the standard tool bar
- b) In the Formatting Tool bar
- c) in the title bar
- d) In the task bar

Ans-B

236. The shortcut keys for pasting the text are -----.

- a) Ctrl + P
- b) Ctrl + V
- c) Alt + V
- d) Alt + P

Ans-B

237. You can press Space ----- to remove any single character from the left.

- a) Delete
- b) Backspace
- c) Enter
- d) Spacebar

Ans-B

238. When you click on the Format Painter icon on the Home tab, your mouse pointer becomes -----.



- a) Paint Brush
- b) Beem
- c) Arrow
- d) Quad Arrow

Ans-A

239. Provides detailed description about what a button works -----.

- a) Super Tool Tip
- b) All Tool Tip
- c) Info
- d) Key-Tip

Ans-A

240. ----- Application helps you to create various types of written documents such as personal letter, form letter, brochure, fax and business menu.

- a) Word Processor
- b) WordPad
- c) Notepad
- d) None of these (None of Above)

Ans-A

241. ----- Improving the harddisk performance while estimating data requirements.

- a) Disc caching
- b) Disk Defragment
- c) Disc Writing
- d) None of these

Ans-B

242. Which of these storage devices keeps the maximum data stored?

- a) floppy disk
- b) DVD
- c) CD ROMs
- d) CD RW

Ans-B

243. Which of these is a word processing software?

- a) MS Word
- b) Photo Shop
- c) Word Art
- d) Calculator

Ans-A

244. Last change in MS Word can be controlled by which command.

- a) Redo
- b) Andu
- c) Both of the above
- d) None of these

Ans-B

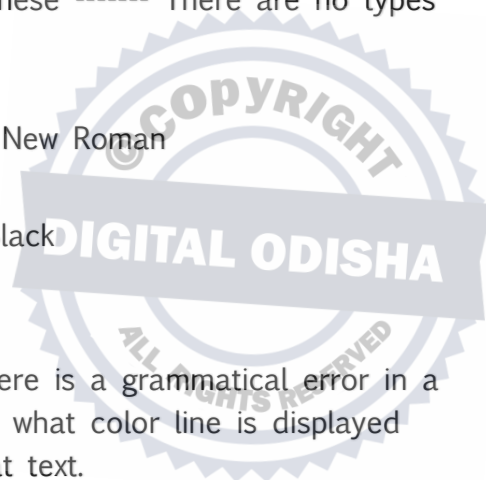
245. Of these ----- There are no types of fonts.

- a) Aerial
- b) Times New Roman
- c) Italic
- d) Ariel Black

Ans-C

246. If there is a grammatical error in a text, then what color line is displayed under that text.

- a) RAD



- b) Blue
- c) Green
- d) None of the above

Ans-C

247. How to Insert the MS-Word 2007 header and footer options in the menu.

- a) Edit
- b) View
- c) Insert
- d) Format

Ans-C

248. What are the types of altitudes in MS Word?

- a) One
- b) Two
- c) Three
- d) Four

Ans-D

249. ----- Application helps you to create various types of written documents such as personal letter, form letter brochure, fax and business manual.

- a) Word Processor
- b) Word pad
- c) Note Paid
- d) None

Ans-A

250. We use ----- to correct the document automatically.

- a) Auto Correct feature

- b) AutoComplete feature
- c) Formatting
- d) Building Blocks

Ans-A

251. Examples of subscript

- a) X2
- b) X₂
- c) X²
- d) None of these

Ans-B

252. There are shortcut-to insert hyperlinks.

- a) Alt + K
- b) Ctrl + K
- c) Ctrl + H
- d) Ctrl + M

Ans-B

253. On which tabs click on the open command in MS Word 2010.

- a) File tab
- b) Office Button
- c) Edit tab
- d) View tab

Ans-A

254. What are the key presses to remove any single character on the left side?

- a) Backspace
- b) Delete
- c) Enter
- d) None of these



Ans-A

255. Which options are used to reach a certain location in the document?

- a) Bookmarks
- b) Hyperlinks
- c) Cheat
- d) None of these

Ans-A

256. What is the file in MS Word?

- a) Document
- b) Sheet
- c) Slide
- d) None of these

Ans-A

257. ----- There are a list of topics that are present in the document alongside your reference page.

- a) Table of Content
- b) Trek change
- c) Index
- d) None of these

Ans-A

258. You can press ----- to erase any single character on the left side.

- a) Delete
- b) Backspace
- c) Enter
- d) Space bar

Ans-B

259. What is the meaning of word rape?

- a) Keep space between words
- b) Direct words with right margin
- c) Automatically reach the next line of text
- d) None of the above

Ans-C

260. What are the shortcuts, respectively, of cut, copy, and paste.

- a) Ctrl + X, Ctrl + C, Ctrl + V
- b) Ctrl + X, Ctrl + L, Ctrl + C
- c) Ctrl + X, Alt + C, Ctrl + C
- d) Alt + X, Alt + C, Alt + V

Ans-A

261. When a user moves the mouse over -----, it can be of the size of the hand.

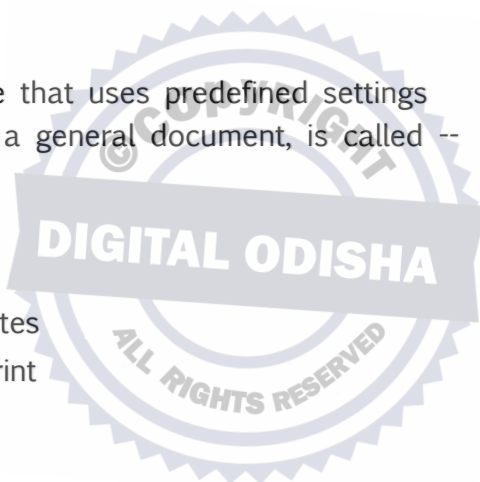
- a) Hyperlinks
- b) Bookmarks
- c) Dropcap
- d) None of these

Ans-A

262. A file that uses predefined settings to create a general document, is called ----.

- a) Pattern
- b) Module
- c) Templates
- d) Blue print

Ans-B



263. Which keys are used to bring the Insertion Point to the start of the document?

- a) Ctrl + P
- b) Ctrl + Home
- c) Ctrl + M
- d) Ctrl + V

Ans-B

264. There are shortcuts to spell checking.

- a) F7
- b) F8
- c) F9
- d) F1

Ans-A

265. Which tab is the watermark option in MS Word.

- a) Home tab
- b) Insert tab
- c) Page layout tab
- d) Review tab

Ans-C

266. Which command is used to increase the space between the lines of a paragraph.

- a) Indent
- b) Alignment
- c) Linespace
- d) None of the above

Ans-C

267. What is the function of split option in the View menu?

- a) Opening a new window
- b) Arrange all windows
- c) Closing the window
- d) Distribution of one window into two parts

Ans-D

268. There are shortcuts for creating a new document.

- a) Ctrl + C
- b) Ctrl + N
- c) Ctrl + X
- d) Ctrl + B

Ans-B

269. End notes are added to the page.

- a) At the end of the sector
- b) At the end of the paragraph
- c) At the end of the document
- d) At the end of the page

Ans-B

270. What is the minimum and maximum zoom size in MS Office?

- a) 10 to 100
- b) 20 to 250
- c) 10 to 500
- d) 10 to 1000

Ans-C

271. Ctrl + P is used.

- a) Close the word file
- b) To turn off the computer

- c) To print the document
- d) To copy the Duplicate

Ans-B

272. While creating tables (in MS Word) the mouse pointer looks like-----.

- a) Pencil
- b) remains the same as before
- c) Straight line
- d) Square

Ans-A

273. You can make use of the TOC.

- a) Heading Styles
- b) Custom styles
- c) Outline labels
- d. All of the above

Ans-D

274. A file that uses predefined settings to create a common presentation / document - is called ----.

- a) Pattern
- b) Model
- c) Templates
- d) Blue print

Ans-C

275. ----- The files are used to open, save and close.

- a) Home
- b) File menu
- c) View
- d) Insert

Ans-B

276. All given ribbon tabs are displayed in Word 2010, except.

- a) Home
- b) Insert
- c) Tools
- d) Page layout

Ans-C

277. To reach the end of the document -- ---- keyage should be pressed: -

- a) Down Arrow
- b) End Keys
- c) Ctrl + Down Arrow
- d) Ctrl + End Keys

Ans-D

278. A file is called ----- in Word.

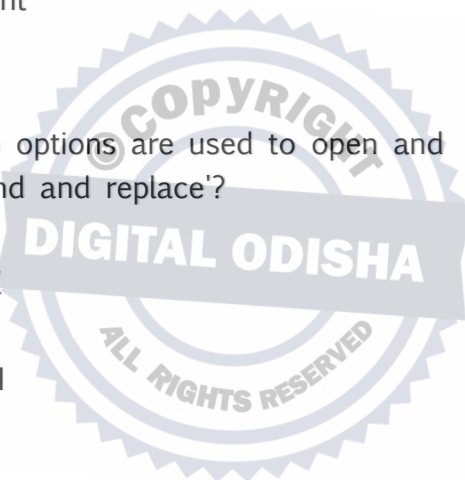
- a) Template
- b) Forms
- c) Database
- d) Document

Ans-D

279. Which options are used to open and replace 'Find and replace'?

- a) Ctrl + F
- b) Ctrl + X
- c) Ctrl + R
- d) Ctrl + H

Ans-D



280. Provides detailed description about what a button works -----.

- a) SuperTool Tip
- b) subtotal tip
- c) Information
- d) Key tips

Ans-A

281. In order to indent your text, you can use the Decrease indent and Increase indent in the paragraph group on the '-----' tab.

- a) Insert
- b) Home
- c) Page layout
- d) Data

Ans-B

282. To design a document ----- Different types of options are provided.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Ans-C

283. Footnotes and endnotes are used for -----.

- a) Reference
- b) Notice
- c) Point
- d) List

Ans-A

284. You use any of the standard templates provided by Microsoft Word for a document like -----.

- a) Brochure
- b) Resume
- c) Report
- d) All of these

Ans-D

285. Using this, we can move to text.

- a) Mouse
- b) CPU
- c) Key Board
- d) Both A and C

Ans-D

286. What is the file in MS Word?

- a) Document
- b) Sheet
- c) Slide
- d) None of these

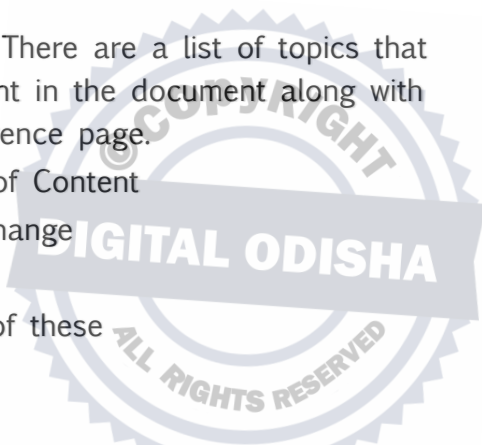
Ans-A

287. ----- There are a list of topics that are present in the document along with your reference page.

- a) Table of Content
- b) Track change
- c) Index
- d) None of these

Ans-A

288. You can press ----- to remove any single character from the left side.



- a) Delete
- b) Backspace
- c) Enter
- d) Space bar

Ans-B

289. What is the meaning of word wrap?

- a) Keep space between words
- b) Direct words with right margin
- c) Automatically reach the next line of text
- d) None of the above

Ans-C

290. What are the short cuts of cut, copy, and paste respectively?

- a) Ctrl + X, Ctrl + C, Ctrl + V
- b) Ctrl + X, Ctrl + L, Ctrl + C
- c) Ctrl + X, Alt + C, Ctrl + C
- d) Alt + X, Alt + C, Alt + V

Ans-A

291. When a user moves a mouse over the -----, it can be a hand-shaped form.

- a) Hyperlinks
- b) Bookmarks
- c) Dropcap
- d) None of these

Ans-A

292. A file that uses predefined settings to create a general document, is called ---.

- a) Pattern

- b) Module
- c) Templates
- d) Blue print

Ans-B

293. Which keys are used to bring the Insertion Point to the start of the document?

- a) Ctrl + P
- b) Ctrl + Home
- c) Ctrl + M
- d) Ctrl + V

Ans-B

294. Short cut to spell checking is done.

- a) F7
- b) F8
- c) F9
- d) F1

Ans-A

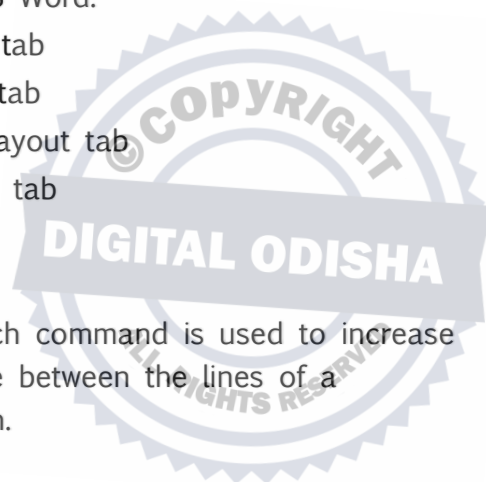
295. Watermark Office is located in which tab in MS Word.

- a) Home tab
- b) Insert tab
- c) Page layout tab
- d) Review tab

Ans-C

296. Which command is used to increase the space between the lines of a paragraph.

- a) Indent
- b) Alignment



- c) Linespace
- d) None of the above

Ans-C

297. What is the function of the split option in the View menu.

- a) Opening a new window
- b) Arrange all windows
- c) Closing the window
- d) Distribution of one window into two parts

Ans-D

298. There are shortcuts to create / open a new document.

- a) Ctrl + C
- b) Ctrl + N
- c) Ctrl + X
- d) Ctrl + B

Ans-b

299. Endnotes are added to the page.

- a) At the end of the sector
- b) At the end of the paragraph
- c) At the end of the document
- d) at the end of the page

Ans-b

300. What is the minimum and maximum zoom size in MS OFFICE?

- a) 10 to 100
- b) 20 to 250
- c) 10 to 500
- d) 10 to 1000

Ans-C

301. To design a document ----- Different types of options are provided.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Ans-C

302. What is the maximum size of any document in MS Word 2010?

- a) 16 GB
- b) 32 GB
- c) 64 GB
- d) 128 GB

Ans-B

303. Once the cursor is over pressing the tab.

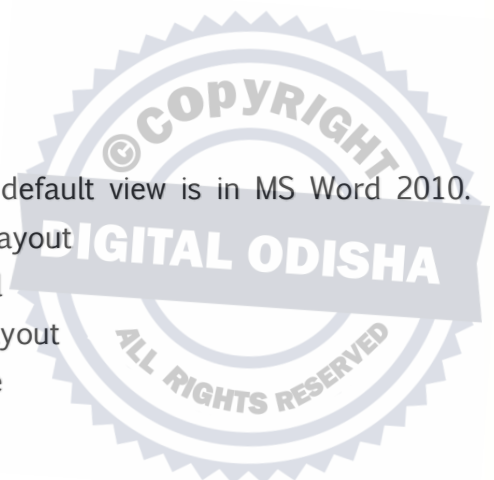
- a) 0.3 '
- b) 0.5 '
- c) 0.8 '
- d) 1.0 '

Ans-B

304. The default view is in MS Word 2010.

- a) Print Layout
- b) Normal
- c) Web layout
- d) Outline

Ans-B



305. In MS Word, the option of which option is available in the tab.

- a) View
- b) Review
- c) Insert
- d) References

Ans-B

306. In the MS Word 2010, paragraph groups are present in the tab other than the HOM tab.

- a) Insert
- b) Mailing
- c) Page layout
- d) View

Ans-C

307. Which of the following do not happen in MS Word 2010?

- a) Print Layout
- b) Web page layout
- c) slide sorter
- d) None of the above

Ans-C

308. In place of many sequential commands, it is called determining the same shortcut.

- a) Macro
- b) Mail merge
- c) Auto Text
- d) None of the above

Ans-A

309. The paragraphs are the default horizontal.

- a) Left
- b) Center
- c) Wright
- d) Justify

Ans-A

310. Header area document is in which margin.

- a) Top
- b) Bottom
- c) Left
- d) Wright

Ans-A

311. Whose relationship is not from the formatting of the text.

- a) Line spacing
- b) Text spacing
- c) Margin Change
- d) Search

Ans-D

312. Which alignment mod aligns the document from both.

- a) Alright left
- b) Center
- c) Alright right
- d) Justify

Ans-D

313. Use of Control + Home key -----
Reaches the cursor line.



- a) In the middle
- b) Above
- c) Initially
- d) Finally

Ans-C

314. In front of the text, the marks, the stars etc. are made, they are called -----.

- a) Bullets
- b) Number
- c) Design
- d) Layout

Ans-A

315. Font size in MS Word 2010 is measured in -----.

- a) centimeter
- b) Bytes
- c) Points
- d) inch

Ans-C

316. What is the default text color of text in MS Word 2010?

- a) White
- b) Black
- c) Green
- d) Red

Ans-B

317. What commands are used to display the numbers on the file line in MS Word 2010.

- a) Bullets

- b) Numbering
- c) Line number
- d) Multi Level List

Ans-C

318. Which of the following is used to display the first letter capital of the paragraph in MS Word 2010 and larger display.

- a) Drop caps
- b) Word Art
- c) clip art
- d) Paste Special

Ans-A

319. How to use Info Option in MS Word 2010

- a) Preview
- b) Password
- c) Print
- d) None of the above

Ans-B

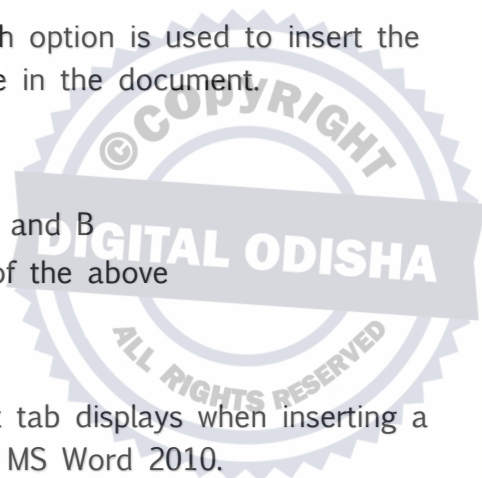
320. Which option is used to insert the bitmap file in the document.

- a) Object
- b) Open
- c) Both A and B
- d) None of the above

Ans-A

321. What tab displays when inserting a picture in MS Word 2010.

- a) Design



- b) Layout
- c) Format
- d) None of these

Ans-C

322. Crop is used.

- a) To cut a part of the picture
- b) To minimize any part of the picture
- c) Rotate the picture
- d) To delete the picture

Ans-A

323. In MS Word 2010, to select more than one picture in the document, which shortcut-key presses.

- a) Alt
- b) Ctrl
- c) Ctrl + A
- d) None of the above

Ans-B

324. Which option is used to convert text to table in MS Word 2010?

- a) Insert Table
- b) Convert Text to Table
- c) Convert table to text
- d) None of these

Ans-B

325. Choose Inconsistent from among the following.

- a) Times New Roman
- b) Bold
- c) Aerial

- d) None of these

Ans-B

326. Keyword is used to activate Justify property by key board.

- a) Ctrl + J
- b) Ctrl + L
- c) Ctrl + E
- d) Ctrl + R

Ans-A

327. Which key is pressed to go to the next page in the document.

- a) Page up
- b) Word
- c) Felder
- d) Down Arrow

Ans-A

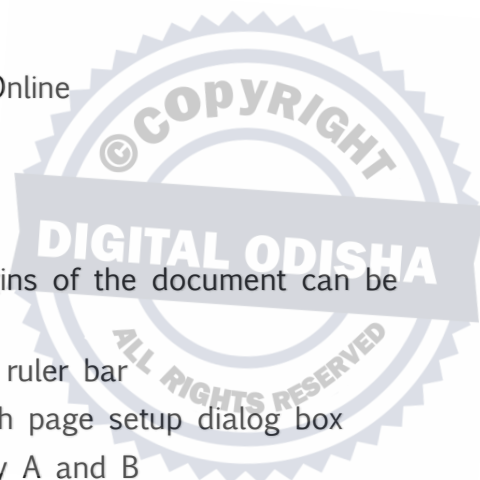
328. To save the necessary files by mistake or deliberately deleted ----- is a good way to do.

- a) Hidden
- b) Secure
- c) Read Online
- d) Delete

Ans-A

329. Margins of the document can be changed.

- a) By the ruler bar
- b) Through page setup dialog box
- c) both by A and B
- d) None of the above



Ans-A

330. You can increase indent by using it to change the level of item in Hierarchy.

- a) Tab
- b) Backspace
- c) Delete
- d) Spacebar

Ans-A

331. A process in which a message is sent to many recipients simultaneously.

- a) Mail merge
- b) Merge macros
- c) Mega Merge
- d) Micro Merge

Ans-A

332. You use any standard templates provided by Microsoft Word for documents such as -----.

- a) Brasher
- b) Resume
- c) Report
- d) All of these

Ans-D

333. Using it, we can move to text.

- a) Mouse
- b) CPU
- c) Key Board
- d) Both A and C

Ans-D

334. What is automatically visible when text is selected in MS Word 2010.

- a) Taskbar
- b) Main Toolbar
- c) Mini toolbar
- d) Statespan

Ans-C

335. For the common tasks such as fax based or professional letter ----- there is a pre-designed document.

- a) Template
- b) File
- c) form
- d) Database

Ans-A

336. ----- There are a topic list that is present in the document along with your respective reference page.

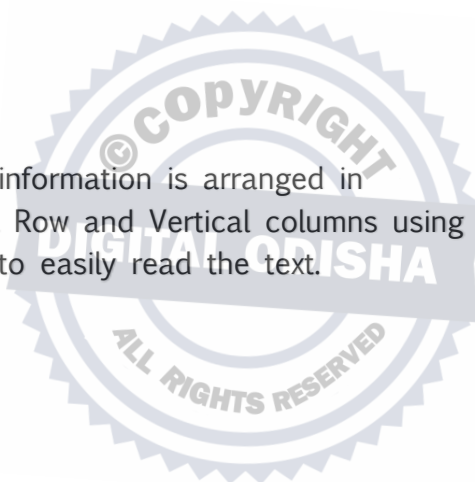
- a) Index
- b) Table of contents
- c) Clipboard
- d) Table

Ans-B

337. The information is arranged in Horizontal Row and Vertical columns using the ----- to easily read the text.

- a) Sale
- b) Sheet
- c) box
- d) Table

Ans-D



338. To design a document ----- Different types of options are provided.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Ans-C

339. In MS Word, text, data, or numbers are arranged in ascending or descending order by which option.

- a) Short
- b) Pages
- c) Photos
- d) Bookmarks

Ans-A

340. In MS Word, by which option can the format be formatted automatically?

- a) Style Option
- b) Paragraph
- c) Bullet & Numbering
- d) None of these

Ans-B

341. The text that is printed in the bottom of each page.

- a) Header
- b) Footer
- c) Bookmarks
- d. All of the above

Ans-B

342. There is an option to cut a part of the picture in a document.

- a) crop
- b) Object
- c) Both A and B
- d) Rotated

Ans-A

343. What is the function of saving the file in MS Word 2010?

- a) F9
- b) F12
- c) F11
- d) F10

Ans-B

344. What is the name of the ribbon tab displayed in Microsoft Word 2010?

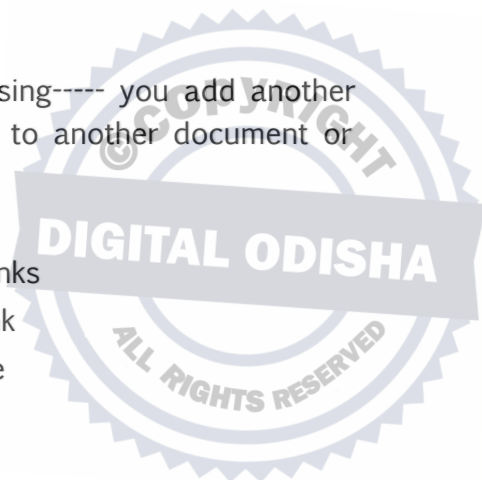
- a) Tools
- b) Mini toolbar
- c) Ribbon
- d) Title bar

Ans-A

345. By using----- you add another document to another document or website.

- a) Link
- b) Hyperlinks
- c) Hypolink
- d) Linkage

Ans-B



346. In each sentence, the words of each word are converted to capital.

- a) Saints case
- b) Upper case
- c) Toggle case
- d) Capitalized Itch Word

Ans-D

347. You can create using Talk.

- a) Heading Slices
- b) Custom slices
- c) Outline labels
- d. All of the above

Ans-D

348. A file that uses predefined settings to create a normal presentation (document) / document, is called.

- a) Pattern
- b) Model
- c) template
- d) Blue print

Ans-C

349. All given ribbon tabs are displayed in Word 2010, except -

- a) Home
- b) Insert
- c) Tools
- d) Page layout

Ans-C

350. ----- File type indicates that these files are Word 2010 documents.

- a) .msw
- b) .wor
- c) .wrđ
- d) .docx

Ans-D

351. Using which key is opened, option of 'Find and replace' is opened.

- a) Ctrl + F
- b) Ctrl + X
- c) Ctrl + R
- d) Ctrl + H

Ans-D

352. Provides detailed description about what a button works -----.

- a) SuperTool Tip
- b) subtotal tip
- c) Information
- d) Key tips

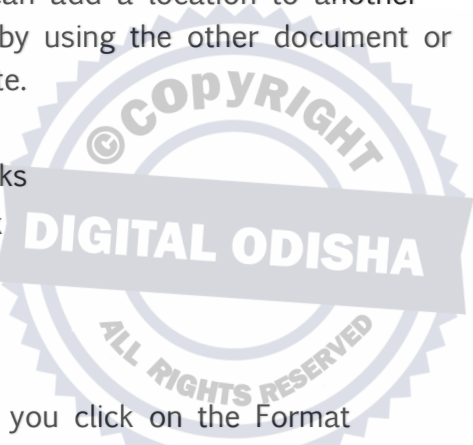
Ans-A

353. You can add a location to another document by using the other document or the web site.

- a) Link
- b) Hyperlinks
- c) Hypolink
- d) Linkage

Ans-B

354. When you click on the Format Painter Okayan on the Home tab, you see that your mouse pointer has changed in size to -----.



- a) Paint brush
- b) Quadrilateral arrow
- c) Arrow
- d) I Beam

Ans-A

355. Which of these keys activates the investigation of spelling and grammar?

- a) F5
- b) F7
- c) F2
- d) F8

Ans-B

356. Which of the following is not a font style?

- a) Bold
- b) Italic
- c) Regular
- d) Superscript

Ans-D

357. Which of the following keys are pressed to select between the currently running applications?

- a) F1
- b) Alt + F4
- c) Tab
- d) Alt + Tab

Ans-D

358. Undo Operation is edited by Qin Keyage-

- a) Ctrl + X

- b) Ctrl + C
- c) Ctrl + Z
- d) Ctrl + V

Ans-C

359. Which of the following is an application software?

- a) DOS
- b) Windows
- c) MS Word
- d) Linux

Ans-C

360. ----- are the words of synonyms that can be used to find synonyms.

- a) Translation
- b) Thesaurus
- c) Spelling
- d) Research

Ans-B

361. The use of a word processor will be most likely-

- a) Keep an account of money
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography

Ans-D

362. What are Gutter Margins?

- a) Margin that is added to the left margin when printing
- b) Margin that is the right margin when printing

c) Margin that is

d) Margin that is

Ans-C

363. Generally, who use to make quick axes of commands and tools that are in use.

a) Status Bar

b) Tool Bar

c) Menu Bar

d) Title Bar

Ans-B

364. The Home key is

a) Moves the cursor

b) Moves the cursor

c) Moves the screen

d) Moves the cursor

Ans-D

365. "Ctrl + Right Arrow" is used for -----

.

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor

d) Moves the cursor

Ans-A

366. End keys are.

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor

d) Moves the cursor

Ans-A

367. "Ctrl + Page Down" is used for -----

.

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor

d) Moves the cursor

Ans-B

368. "Ctrl + Down Arrow" is used for -----

.

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor one page down

d) Moves the cursor

Ans-A

369. Page Up Key -

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor

d) Moves the cursor

Ans-B

370. "Ctrl + Left Arrow" is used for -----.

a) Moves the cursor

b) Moves the cursor

c) Moves the cursor

d) Moves the cursor

Ans-B

371. Page Down Keys -

a) Moves the cursor

b) Moves the cursor

- c) Moves the cursor
- d) Moves the cursor

Ans-C

372. "Ctrl + Page Up" ----- is used for.

- a) Moves the cursor
- b) Moves the cursor
- c) Moves the cursor
- d) Moves the cursor

Ans-A

373. "Ctrl + Up Arrow" is used for -----.

- a) Moves the cursor
- b) Moves the cursor
- c) Moves the cursor
- d) Moves the cursor

Ans-D

374. "Ctrl + Home" is used for -----.

- a) Moves the cursor
- b) Moves the line
- c) Moves the cursor
- d) All of the above

Ans-A

375. "Ctrl + End" is used for -----.

- a) Moves the curve
- b) Move the cursor
- c) Move the cursor to the end of paragraph
- d) None of the above

Ans-A

376. Which of the following is Word Processing Software.

- a) Word perfect
- b) Easy Word
- c) MS Word
- d) All of above

Ans-D

377. Which files start MS Word?

- a) Winword.exe
- b) Easy Word
- c) MSword.exe
- d) Word 2003.exe

Ans-A

378. Use for Ctrl + N

- a) Save Document
- b) Open Document
- c) Create new document
- d) Close document

Ans-C

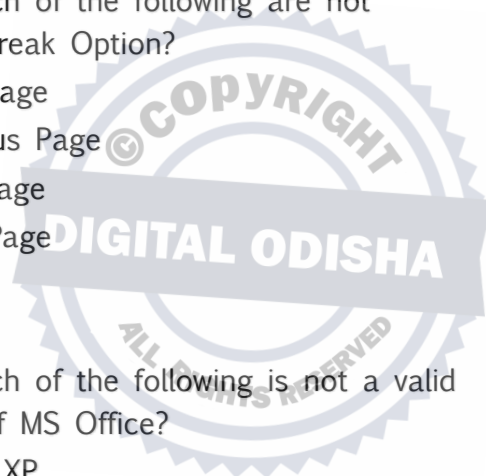
379. Which of the following are not section Break Option?

- a) Next Page
- b) Previous Page
- c) Odd Page
- d) Even Page

Ans-B

380. Which of the following is not a valid version of MS Office?

- a) Office XP
- b) Office Vista



- c) Office 2007
- d) None of above

Ans-B

381. Header and Footer on which page are printed by default.

- a) On first page
- b) On alternate page
- c) On every page
- d) None of the above

Ans-C

382. Where are Horizontal Split Bar on MS Word Screen

- a) On the left of horizontal scroll bar
- b) The horizontal scroll bar
- c) The vertical scroll bar
- d) On the bottom of vertical scroll bar

Ans-C

383. Ctrl + G is used for -----.

- a) Open paragraph dialog box
- b) Open page setup
- c) Open search and replace dialog box
- d) Open

Ans-A

384. Use for Ctrl + F -----.

- a) Open search and replace dialog box with active tab
- b) Open page setup dialog box
- c) Open font dialog box
- d) Open file save as dialog box

Ans-A

385. Use for Ctrl + H -----

- a) Open Find and Replace dialog box with active tab
- b) Open Format dialog box
- c) Open dialog box
- d) Open Sync

Ans-A

386. Use for Ctrl + P -----

- a) Open paragraph dialog box
- b) Open page format
- c) Open save dialog box
- d) Open print dialog box

Ans-D

387. Ctrl + T is used for -----.

- a) Hanging Indent
- b) Left Indent
- c) Open Tabs Dialog Box
- d) Terminate all open dialog box

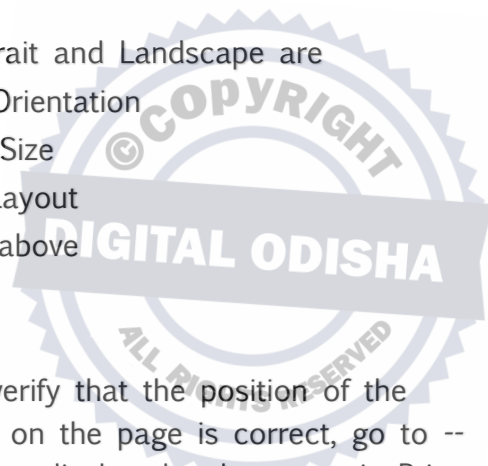
Ans-A

388. Portrait and Landscape are

- a) Page Orientation
- b) Paper Size
- c) Page Layout
- d) All of above

Ans-A

389. To verify that the position of the Note text on the page is correct, go to ---- View or display the document in Print Preview.



- a) Normal
- b) Print layout
- c) Page layout
- d) Page edit

Ans-B

390. Which of the following documents is true in relation to Page Orientation?

- a) Page Orientation
- b) Page Orientation of document determines by Printer
- c) Page Orientation
- d) Page Orientation

Ans-A

391. Includes Switching ----- between Portrait and Landscape Mode.

- a) Header and footer toolbar
- b) Print layout view
- c) Page setup dialog box
- d) None of the above

Ans-C

392. Where you can change the vertical alignment on

- a) Formatting toolbar
- b) Paragraph
- c) Page setup dialog box
- d) Standard toolbar

Ans-C

393. To change the document in Wide format, change -----.

- a) Page Orientation

- b) Page Margins
- c) Paper Style
- d) Paper Source

Ans-A

394. If you need to move the block of text then which operation will you perform.

- a) Copy and Paste
- b) Cut and Paste
- c) Paste and Delete
- d) Paste and Cut

Ans-B

395. Word Count command in the Tools menu, the number of words in the current document and the number of ----- display.

- a) Lines
- b) Characters
- c) Paragraphs
- d) All of the above

Ans-D

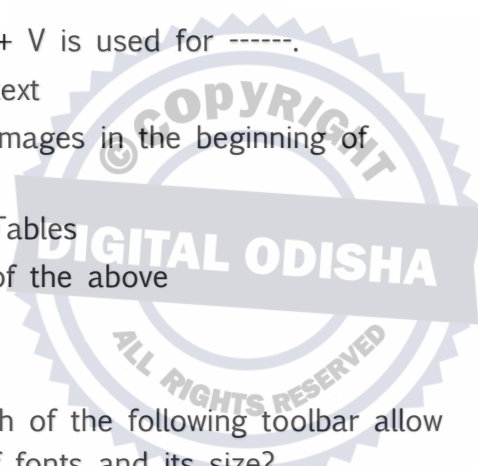
396. Ctrl + V is used for -----.

- a) Paste text
- b) Paste images in the beginning of document
- c) Paste Tables
- d) None of the above

Ans-D

397. Which of the following toolbar allow change of fonts and its size?

- a) Standard



- b) Formatting
- c) Print Preview
- d) None of these

Ans-B

398. To see Headers and Footers, you go to -----.

- a) Normal view
- b) Print layout view
- c) Print preview mode
- d) Both b & c

Ans-D

399. Ctrl + C is used for -----.

- a) Copy the selected text
- b) Cut the selected text
- c) Print the selected text
- d) Paste the selected text

Ans-A

400. Ctrl + Q is used for -----.

- a) Removes Paragraph formatting (Line Space and paragraph space)
- b) Close word application without saving document
- c) Print entire document without confirmation
- d) Does nothing

Ans-A

401. Ctrl + R ----- is used for

- a) Re-Open the last closed document
- b) Re-print the last printed page

- c) Re-Apply the last paragraph formatting
- d) Right align the selected paragraph

Ans-D

402. Which of the following is not a Font Style?

- a) Bold
- b) Italics
- c) Regular
- d) Superscript

Ans-D

403. Where you can access the save command.

- a) Home tab
- b) Insert tab
- c) Review tab
- d) None of above

Ans-D

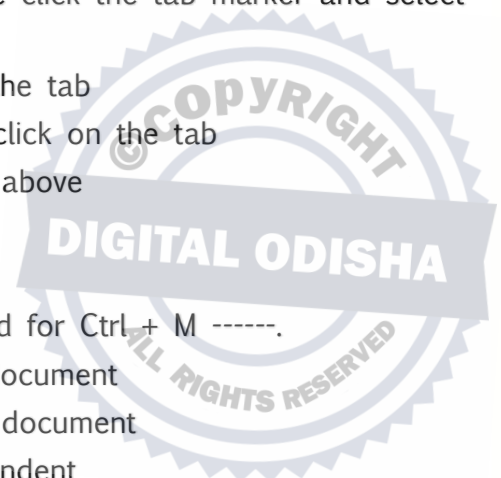
404. How you can remove tab stop markers from Rules.

- a) Double click the tab marker and select clear
- b) Drag the tab
- c) Right click on the tab
- d) All of above

Ans-B

405. Used for Ctrl + M -----.

- a) New document
- b) Close document
- c) Right indent
- d) Left indent...



Ans-D

406. Of the following which is not available on the MS Word Screen Ruler

- a) Top Stop Box
- b) Left indent
- c) Right Indent
- d) Center Indent

Ans-D

407. The default alignment for the paragraphs in Word is -----.

- a) Left-aligned, or flush margins at the left edge and uneven edges at the right edge
- b) Centered, or equidistant from both left edge and the right edge
- c) Right-aligned, or flush margins at the right edge and uneven edge at the left edge
- d) Justified, or flush margins at both left and right edges

Ans-A

408. In MS-Word, for Ctrl + S -----.

- a) Scenarios
- b) Size
- c) Save
- d) Spelling Check

Ans-C

409. Ctrl + W is used for -----.

- a) Save and print the document
- b) Save and close word application
- c) Save and close document
- d) Without save, Close Document

Ans-C

410. F12 opens the key -----

- a) Save as dialog box
- b) Open dialog box
- c) Save dialog box
- d) Close dialog box

Ans-A

411. Ctrl + I ----- is used for.

- a) Italic
- b) Left indent
- c) Save document
- d) Close document

Ans-A

412. Ctrl + S is used for -----.

- a) Save Document with different name
- b) Save document with same name
- c) Save document and close word application
- d) Save document and print whole pages

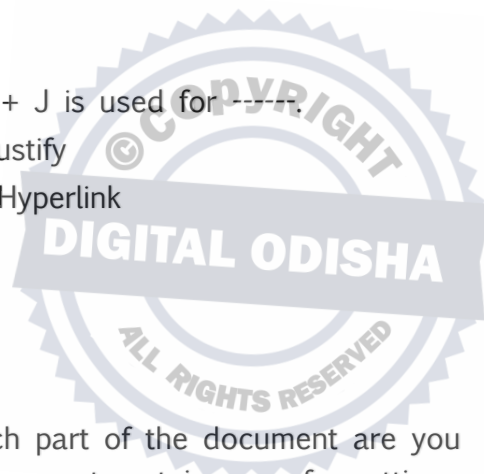
Ans-B

413. Ctrl + J is used for -----.

- a) Align justify
- b) Insert Hyperlink
- c) Search
- d) Print

Ans-A

414. Which part of the document are you in which you set certain page formatting options.



- a) Page
- b) Document
- c) Section
- d) Page Setup

Ans-C

415. If you need to double underline the word, how do you do it.

- a) Go to the Format menu and then open the font
- b) From the Format menu select font option and then from the Open tab
- c) Select the text then choose Format >> font and on font tab, open underline style and select double underline
- d) Click the double underline tool on the formatting toolbar

Ans-C

416. How do you apply exactly the same formatting as you did in other text.

- a) Copy the text and paste in new location
- b) Copy the text
- c) Select the text and then click on the new text
- d) All of above

Ans-C

417. When you want to select any text of the text, click on the start of the text, then scroll down and click at the end of the text and press ----- press the button so that the entire text will be selected.

- a) Ctrl

- b) Alt
- c) Shift
- d) Tab

Ans-C

418. What are the Shortcut keys for manual line breaks?

- a) Ctrl + Enter
- b) Alt + Enter
- c) Shift + Enter
- d) Space + Enter

Ans-C

419. Which keys are pressed to start new paragraph in MS Word?

- a)
- b) Enter key
- c) Shift + Enter
- d) Ctrl + Enter

Ans-B

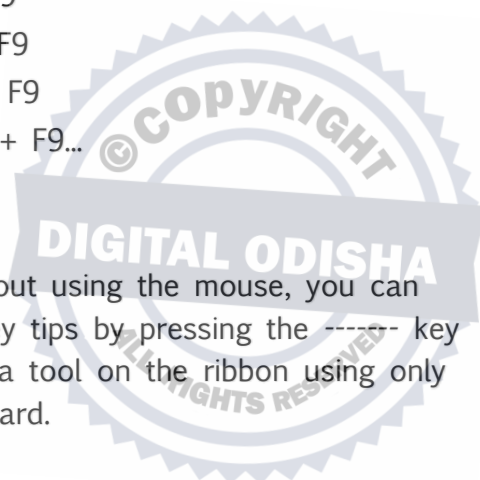
420. What are the Shortcut keys to display Field Codes?

- a) Alt + F9
- b) Ctrl + F9
- c) Shift + F9
- d) Space + F9...

Ans-A

421. Without using the mouse, you can display key tips by pressing the ----- key to select a tool on the ribbon using only the keyboard.

- a) Alt
- b) Ctrl



- c) Shift + Enter
- d) Alt + Enter

Ans-A

422. To make a line break -

- a) Shift + Enter
- b) Ctrl + Enter
- c) Shift + Tab
- d) Ctrl + Tab

Ans-A

423. The word of the word containing the optional field instruction is called -----.

- a) Subdocument
- b) Symbol
- c) Signal
- d) Switch

Ans-D

424. The list of essential components of Business Letter contains -----.

- a) Data Line and inside address
- b) Message
- c) Signature block
- d) All of the above

Ans-D

425. Keeps Word Web Authoring Tools which allow you to include ----- on a web page.

- a) Bullets
- b) Hyperlinks
- c) Sounds
- d) All of the above

Ans-D

426. What is present on the left side of the Horizontal Scrollbar.

- a) Tab step button
- b) View buttons
- c) Split buttons
- d) Indicators

Ans-B

427. Which of the following do you use to change margins?

- a) Formatting toolbar
- b) Page setup dialog box
- c) Standard toolbar
- d) Paragraph dialog box

Ans-B

428. How to email Word document from MS Word -

- a) Office button >> send to >> mail recipient
- b) Save the file as an email attachment
- c) Start outlook and attach the file while open in word
- d) This is an impossible operation

Ans-A

429. The screen elements of MS Word, which usually come under the title bar and provide classified alternatives.

- a) Menu Bar
- b) Tool Bar
- c) Status Bar
- d) All of the above

Ans-A

430. In Word 2007, there is zoom -----.

- a) View Tab
- b) Home tab
- c) Status bar
- d) a & c both

Ans-D

431. ----- is a small horizontal line that shows the conclusions of a document.

- a) Insertion point
- b) End mark
- c) Status indicator
- d) Scroll box

Ans-B

432. Smaller sections, which are called ---, can be used to change the dimensions of the graphic on the selection rectangle around any graphic.

- a) Scroll boxes
- b) Sizing handles
- c) Status indicators
- d) Move handles

Ans-B

433. What happens when you press Ctrl + Shift + F8.

- a) It activates extended selection
- b) It activates the rectangular selection
- c) It selects the paragraph on which the insertion line is
- d) None of these

Ans-B

434. What are the Shortcut keys for creating a Copyright symbol?

- a) Ctrl + Shift + C
- b) Ctrl + C
- c) Alt + C
- d) Alt + Ctrl + C

Ans-D

435. Keystrokes are used for Ctrl + I -----.

- a) Increase font size
- b) Inserts a line break
- c) Italic format to selected text
- d) Indicate the text should be bold

Ans-C

436. Which of the following activates the Function Key Speller?

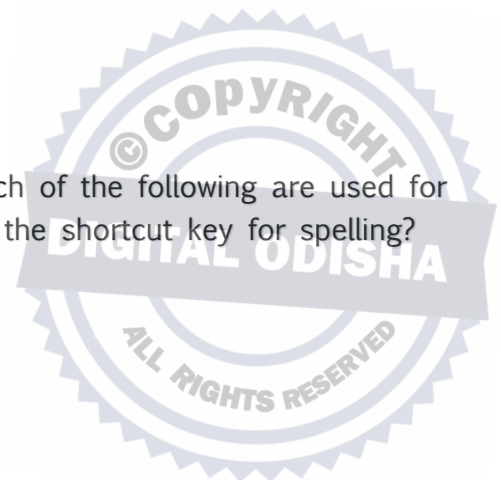
- a) F3
- b) F6
- c) F7
- d) F11

Ans-C

437. Which of the following are used for checking the shortcut key for spelling?

- a) F3
- b) F11
- c) F5
- d) F7

Ans-D



438. There are shortcuts to create a new document.

- a) Ctrl + F
- b) Ctrl + N
- c) Ctrl + O
- d) All of above

Ans-B

439. ----- There is a shortcut to open a document.

- a) Ctrl + N
- b) Ctrl + S
- c) Ctrl + O
- d) All of above

Ans-C

440. ----- There is a shortcut to close a document.

- a) Alt + F4
- b) Ctrl + C
- c) Ctrl + W
- d) Ctrl + Q

Ans-C

441. What are the correct groups of keys to save the document?

- a) Ctrl + S
- b) Ctrl + F
- c) Alt + F + A
- d) Alt + S

Ans-A

442. Shortcut ----- to close etc.

- a) Ctrl + W

b) Ctrl + Q

c) Alt + F4

d) Alt + Q

Ans-C

443. What is the correct group of keys to find text on a document.

- a) Alt + F
- b) Ctrl + T
- c) Ctrl + F
- d) Ctrl + H

Ans-C

444. What is the Shortcut to Replace Text in the Document?

- a) Ctrl + R
- b) Alt + R
- c) Ctrl + H
- d) All of above

Ans-C

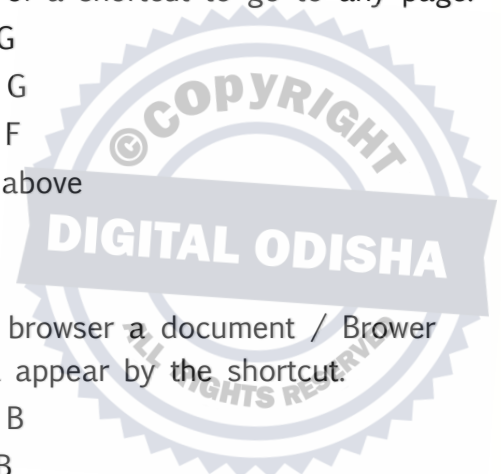
445. What are the groups of keys used in the form of a shortcut to go to any page.

- a) Alt + G
- b) Ctrl + G
- c) Ctrl + F
- d) All of above

Ans-B

446. The browser a document / Brower Panel will appear by the shortcut.

- a) Ctrl + B
- b) Alt + B
- c) Alt + Ctrl + Home



d) Alt + Home

Ans-C

447. ----- There are shortcut to undo an action.

- a) Ctrl + A
- b) Ctrl + Z
- c) Ctrl + Esc
- d) Ctrl + U

Ans-B

448. ----- There are shortcut to redo any action.

- a) Ctrl + R
- b) Ctrl + U
- c) Ctrl + Y
- d) Ctrl + Delete

Ans-C

449. Change the font to the Shortcut.

- a) Ctrl + F
- b) Alt + Ctrl + F
- c) Shift + Alt + F
- d) Ctrl + Shift + F

Ans-D

450. What can we change the size of the font by which of the shortcut?

- a) Ctrl + Shift + C
- b) Ctrl + H
- c) Ctrl + Shift + P
- d) Ctrl + Alt + C

Ans-C

MICROSOFT EXCELL MCQ QUESTIONS

1. Currency option in 1.M.S.Excel is in Which Bar

- a) Formatting toolbar
- b) Standard Toolbar
- c) Status Bar
- d) Formula bar

Correct answer: a) Formatting toolbar

2.M.S. Which menu is the Macro option in EXCEL

- a) Insert
- b) Format
- c) Tools

d) Data

Correct answer: c) Tools

3.M.S. Which function is used to enter just the date in Excel?

- a) Today
- b) Now
- c) Time
- d) Calendar

Correct answer: a) Today

4. Which Function is used to calculate sa Remainder in MS Excel?

- a) INT ()
- b) FACT ()
- c) MOD ()
- d) DIV ()

Correct answer: c) MOD ()

5. What is the Fill option in MS Excel in Menu?

- a) View
- b) Format
- c) Tools
- d) Edit

Correct answer: d) Edit

6. An Excel Workbook Is the collection?

- a) Workbooks
- b) Worksheets
- c) Charts and Slides
- d) Data

Correct answer: b) Worksheets

7.MS.Excel does not have any data type

- a) Number
- b) Currency
- c) Label
- d) Date / Time

Correct answer: c) Label

8. What sort of menu does the Sort Option in Excel

- a) Edit
- b) Format
- c) Tool

d) Data

Correct answer: d) Data

9. Which of the charts M.S. Excel does not contain

- a) Scatter
- b) Line
- c) Donut
- d) Graph

Correct answer: d) Graph

10. Which of these options is not available in the Chart Options in MS Excel "CHART WIZARD"?

- a) Axes
- b) Data Label
- c) Data Series
- d) Data Table

Correct answer: c) Data Series

11. Is MS Excel ----- Based on Software?

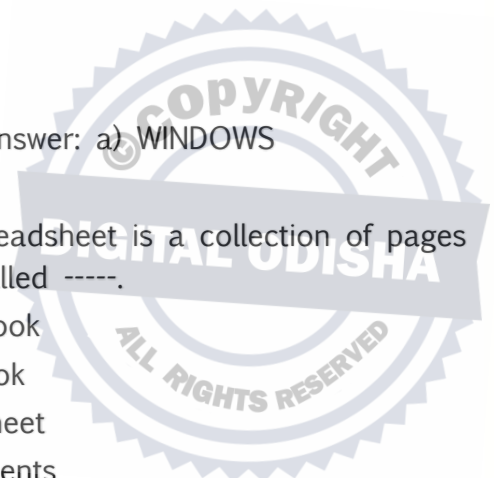
- a) WINDOWS
- b) DOS
- c) UNIX
- d) LINUX

Correct answer: a) WINDOWS

12. A spreadsheet is a collection of pages that is called -----.

- a) Workbook
- b) Art book
- c) Worksheet
- d) Documents

Correct answer: a) Workbook



13. What's the Extension of the Excel Excel Workbook in Excel 2007?

- a) .xlsx
- b) .xlxs
- c) .xlcx
- d) .lxxx

Correct answer: b) .xlxs

14. Which option of Chart Wizard contains the option of Series Name, Category and Value in Data?

- a) Legend
- b) Chart area
- c) Data label
- d) Data Titles

Correct answer: c) Data label

15. Which sign appears in Formula error in MS Excel?

- a) \$
- b) *
- c) \
- d) #

Correct answer: d) #

16.M.S. Which of the options in Excel is not in the Data Menu?

- a) Validation
- b) Filter
- c) Freeze Pane
- d) Sort

Correct answer: c) Freeze pane

17. Which reference operator is used to give the range while applying the function?

- a);
- b) &
- c):
- d) =

Correct answer: c):

18.M.S. What is the feature of inserting cells in Excel by dragging numbers into Excel

- a) Auto Correct
- b) Auto Text
- c) AutoFill
- d) Auto Cell

Correct answer: c) AutoFill

19. Which of the options is in the Tool Menu in MS.S.Excel

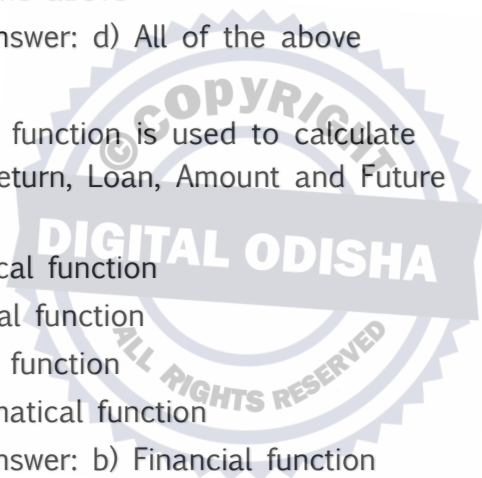
- a) Formula Auditing
- b) Goal Seek
- c) Scenarios
- d. All of the above

Correct answer: d) All of the above

20. Which function is used to calculate Rate of Return, Loan, Amount and Future Value

- a) Statistical function
- b) Financial function
- c) Logical function
- d) Mathematical function

Correct answer: b) Financial function



21. What is the shortcut to insert current date in Cell

- a) Ctrl +;
- b) Ctrl + T
- c) Ctrl + D
- d) Ctrl + /

Correct answer: a) Ctrl +;

22. Product ID of any two products can not be the same. Which of the following features can be used to duplicate

- a) Find and Replace
- b) Sort or Filter
- c) Conditional Formatting
- d) Validation

Correct answer: c) Conditional Formatting

23.M.S. In Excel, if Day Formula is imposed, Answer 5/3/2017 will be ----- print

- a) 5
- b) 3
- c) 2017
- d) 5 mar

Correct answer: b) 3

24.MS Which marks do you use to start formula in Excel?

- a)%
- b) =
- c) +
- d) <>

Correct answer: b) =

25. Which of these functions is used to light more than one space removal

- a) Trim
- b) Char
- c) Len
- d) Int

Correct answer: a) Trim

26.MS has written value 29,19,27,39 and 20 in Excel cell A6 to A11

Then how much will the value of MAX = A6 (A6, A11)?

- a) 29
- b) 39
- c) 21
- d) 20

Correct answer: b) 39

27. Which chart will be useful to compare the sales price of two different branches of a distributor?

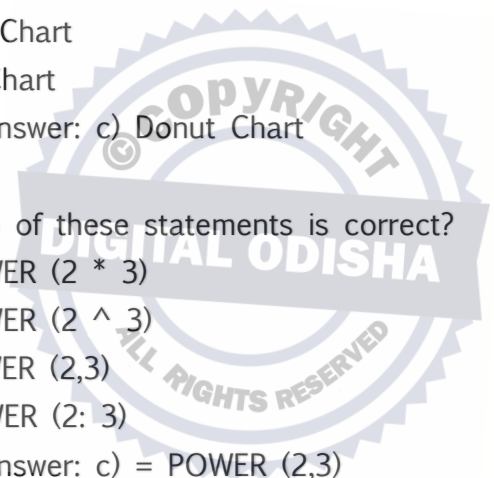
- a) Scatter Chart
- b) Bar Chart
- c) Donut Chart
- d) Area Chart

Correct answer: c) Donut Chart

28. Which of these statements is correct?

- a) = POWER (2 * 3)
- b) = POWER (2 ^ 3)
- c) = POWER (2,3)
- d) = POWER (2: 3)

Correct answer: c) = POWER (2,3)



29. Which of the following is not an operator in MS Excel?

- a) Text Concatenation Operator
- b) Reference Operator
- c) Arithmetic Operator
- d) Logical Operator

Correct answer: d) Logical Operator

30. Who performs Active Cell's contents in Excel?

- a) Name Box
- b) Row headings
- c) Formula Bar
- d) Taskpan

Correct answer: c) Formula bar

31. How many steps are there to create charts in MS Excel?

- a) 2
- b) 3
- c) 4
- d) 5

Correct answer: c) 4

32. What is the function that is fitted inside a function

- a) Nested Function
- b) Round Function
- c) Sum Function
- d) Text Function

Correct answer: a) Nested Function

33. What happens in the cell address in the Microsoft Office Excel document?

a) Name of the column

b) Name of the cry

c) First row then the name of the column

d) First column again row name

Correct answer: d) First column then row name

34. If you want a blank line after the title in the worksheet, which of these methods will be the best?

a) Re-Format the Spreadsheet

b) Insert the Row

c) Increase the column Width

d) Use the Space bar

Correct answer: b) Insert the Row

35. How is the data organized in the spreadsheet?

a) Line and Spacing

b) Rows and Columns

c) Layers and Pallets

d) Height and Width

Correct answer: b) Rows and Columns

36. Which of the following is not in the Options Data menu in Excel?

a) Validation

b) Filter

c) Freeze Pane

d) Sort

Correct answer: c) Freeze pane

37. "Comment" option is found in the menu.

- a) insert
- b) Data
- c) review
- d) View

Correct answer: a) insert

38. Is there a shortcut to insert a new sheet in the current workbook?

- a) F11
- b) Ctrl + F11
- c) Shift + F11
- d) Alt + F11

Correct answer: c) Shift + F11

39. How can you show or hide the Grid lines in Excel sheet?

- a) Go to Tools - Options - View tab by marking or unmarking the Grid Line box
- b) Click on the Grid Line tool in the Forms Toolbar
- c) A And b. Both
- d) None of these

Correct answer: a) Go to Tools - Options - View tab by marking or unmarking the Grid Line box

40. Does the address of the current cell in Excel appear in?

- a) Formula bar
- b) Status bar
- c) Name Box
- d) Title bar

Correct answer: c) Name Box

41. What is known as MS Excel

- a) Word Processing Program
- b) Presentation
- c) Spread Sheet Program
- d) None of these

Ans-C

42. The cell address of the first cell of any worksheet will be.

- a) A 16384
- b) IBI
- c) A1
- d) B1

Ans-C

43. The last cell address of a worksheet is done.

- a) N 65536
- b) A256
- c) N 256
- d) AI 636

Ans-A

44. Which of the following graphical files are not?

- a) .GIF
- b) .BMP
- c) .JPG
- d) .TXT

Ans-D

45. What is a group of worksheets in Excel.

- (a) Excel Sheet
- (b) Worksheet



(c) Excel Worksheet

(d) Work Book

Ans-D

46. Graphic functions are required to do.

a) Micro Computer

b) Mini Computer

c) Super Computer

d) Mainframe Computer

Ans-B

47. In MS Excel, Formula always starts with -----.

a) =

b) Multiple

c) -

d) /

Ans-A

48. The following are the types of spreadsheets.

a) Lotus 1-2-3

b) MS Excel

c) Soft Kelk

d) All the above

Ans-D

49. Excel has the task of changing the format of the cell.

a) From the Format menu

b) From the data menu

c) From the tool menu

d) From the inner menu

Ans-A

50. Microsofts are Excel.

a) Spreadsheet

b) Normal Paper

c) Worksheet

d) None of these (None of Above)

Ans-A

51. Data in Excel is shortened in fixed order.

a) Data Menu

b) From Tool Menu

c) Edit Menu

d) From the File menu

Ans-C

52. The intersection of a row and column is called.

a) Worksheet

b) Cell Address

c) Cell

d) None of these (None of Above)

Ans-C

53. Excel is at the top of the application window.

a) Tittle Bar

b) Menu Bar

c) Formatting Bar

d) None (None of Above)

Ans-A

54. How many characters can keep maximum of one cell in a worksheet?



- a) 254
- b) 255
- c) 256
- d) 257

Ans-C

55. They are used for quick formatting.

- a) Formatting toolbar
- b) Auto Formatting Command
- c) Format Menu
- d) None of these (None of Above)

Ans-A

56. Who is most useful in Microsoft Excel?

- a) Microsoft Excel 2010
- b) Microsoft Excel 2007
- c) Microsoft Excel 2003
- d) Microsoft Excel 2000

Ans-A

57. In the draw-table option, we give the number of columns and rows to create tables?

- a) Correct
- b) Wrong

Ans-A

58. MS Access is a spreadsheet program.

- a) Correct
- b) Wrong

Ans-B

59. Slideshow are used in Excel.

- a) Correct

- b) Wrong

Ans-B

60. How many rows are there in Microsoft Excel

- a) 75536
- b) 65536
- c) 56563
- d) None of these

Ans-B

61. Function attached to a function is called.

- a) Nested Function
- b) Round Function
- c) Sum Function
- d) Text Function

Ans-A

62. You can press the space to remove the letters alone from the left side.

- a) Delete
- b) Backspace
- c) Enter
- d) Spacebar

Ans-B

63. RAW and column erosion are called---

- a) Table
- b) Cell
- c) Data
- d) Sheet

Ans-B



64. What buttons are there in Excel's title bar?

- a) Maximize
- b) Minimize
- c) Open
- d) Both A and B

Ans-A

65. What are the capabilities in Excel?

- a) Function
- b) Copy and Move
- c) Graph
- d) None of these

Ans-D

66. How many sheets can each file in Excel?

- a) 10
- b) 16
- c) 256
- d) None of these

Ans-C

67. What is an additional menu in Excel 2010.

- a) Tools
- b) File
- c) Data
- d) None of these (None of Above)

Ans-B

68. What are the shortcut keys to move the cell pointer to the next sheet.

- a) Right Arrow
- b) Alt + Page Down
- c) Ctrl + Page Down
- d) Ctrl + Home

Ans-C

69. ----- The data are visual representations and interpret the information in an easy and seductive manner.

- a) Chart
- b) Table
- c) Picture (Picture)
- d) Graphic

Ans-A

70. In the formula, the adjacent ranges are specified by starting cell end address, and it is separated by -----.

- a) Semicolon (;)
- b) Coma (,)
- c) Fullstop (!)
- d) Colon (:)

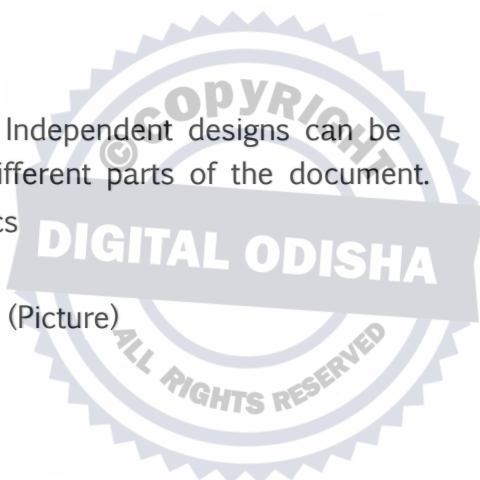
Ans-D

71. ----- Independent designs can be used in different parts of the document.

- a) Graphics
- b) Style
- c) Picture (Picture)
- d) Theme

Ans-B

72. Value Entry is composed of Qin.



- a) 0-9
- b) \$, -
- c) Decimal digits
- d. All of the above

Ans-D

73. The shortcuts to create new worksheets are -----

- a) Shift + Alt + F1
- b) Shift + Alt + F2
- c) Shift + Alt + F3
- d) Shift + Alt + F4

Ans-A

74. What are two types of Formula Entries?

- a) Relative, Absolute
- b) Mixed, Absolute
- c) Mixed, Relative
- d) None of these

Ans-A

75. What code do you type to run Excel through run windows?

- a) Excel (Excel)
- b) Win Excel
- c) MS Excel (ms excel)
- d) MS Word

Ans-A

76. What is the extension of Excel 2007 workbook?

- a) .XL
- b) .LX

- c) .DOC
- d) .XLSX

Ans-D

77. In MS Excel 2007, the extension of the templates file -----.

- a) .DOCX
- b) .YLTX
- c) .XLTX
- d) .ZLTX

Ans-C

78. How many sheets are there in Excel workbook?

- a) 2
- b) 5
- c) 3
- d) None of these

Ans-C

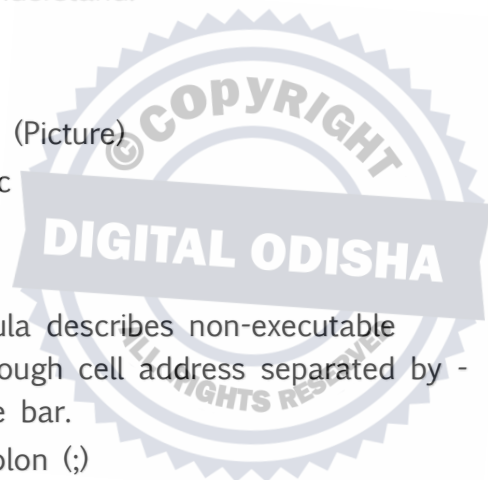
79. Visual and visual representations are visually reproduced in an easy and easy way to understand.

- a) Chart
- b) Table
- c) Picture (Picture)
- d) Graphic

Ans-A

80. Formula describes non-executable range through cell address separated by - ---- in the bar.

- a) Semicolon (;)
- b) Coma (,)



- c) Fullstop (!)
- d) Colon (:)

Ans-B

81. Save the work space is the extension of the file saved.

- a) .XLS
- b) .XLW
- c) .SWL
- d) None of these

Ans-B

82. The command to save the excel sheet as a web page is -----.

- a) Web page
- b) Save Age Web Page
- c) Web page previews
- d) None of these

Ans-B

83. Exit to Excel is the command.

- a) Exit
- b) Close
- c) Exit All
- d) Close All

Ans-A

84. Which of the following tabs does not occur in Excel 2007?

- a) Tools
- b) Formula
- c) Review
- d) Page Layout

Ans-A

85. Which Command define the chosen cell range in the print area?

- a) Print area
- b) Set print area
- c) Clear print area
- d. All of the above

Ans-B

86. What is the shortcut for the open workbook created in MS Excel?

- a) Open
- b) Ctrl + O
- c) Ctrl + N
- d) Alt + o

Answer - b) Ctrl + o

87. There is a ----- of the shortcut to make the cell change in active cell.

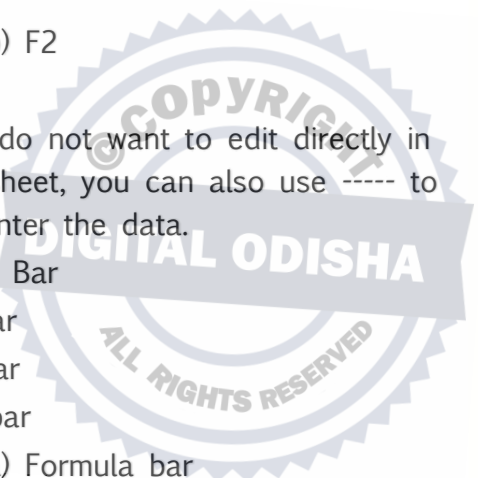
- a) F1
- b) F2
- c) F3
- d) f4

Answer - b) F2

88. If you do not want to edit directly in your worksheet, you can also use ----- to edit and enter the data.

- a) Formula Bar
- b) Tittle Bar
- c) Menu Bar
- d) Space bar

Answer - a) Formula bar



89. How many items can be copied inside the clipboard?

- a) 10
- b) 24
- c) 15
- d) 40

Answer - b) 24

90. What is the default name of the file created in Excel?

- a) Workbook
- b) Document
- c) Sheet
- d) Untitled

Answer - a) Work Book

91. The paste command is of the shortcut.

- a) Ctrl + P
- b) Ctrl + F
- c) Ctrl + V
- d) None of these

Answer - c) Ctrl V

92. Paste information can be combined with the help of Paste Spacing Command, which can be added to the pre-existing information on the paste.

- a) Add subtract
- b) Multiply
- c) Dyede
- d. All of the above

Answer - d) All of the above

93. The command to open, save, close and print the file is in it.

- a) View tab
- b) Office Button
- c) Insert tab
- d) Review tab

Answer - b) Office Button

94. With the help of which command, you can arrange the text typed more than its width in any cell within its width.

- a) File
- b) Justify
- c) Phil (Fill)
- d) Series

Answer - b) Justify

95. Each page of the file created in MS Excel is called.

- a) Book
- b) Document
- c) Sheet
- d) None of these (None of Above)

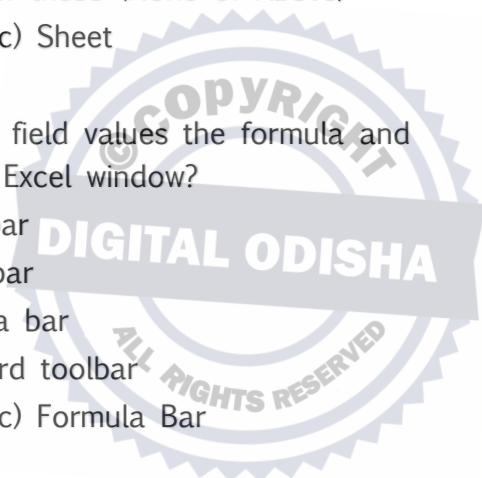
Answer - c) Sheet

96. Which field values the formula and strings in Excel window?

- a) Tittle bar
- b) Menu bar
- c) Formula bar
- d) Standard toolbar

Answer - c) Formula Bar

97. This tab contains proofing tools.



- a) Review
- b) Data
- c) View
- d) insert

Answer - a) Review

98. In which directions the number of selected numbers can be filled by any order by the fill command

- a) Up Down
- b) left right
- c) Both A and B
- d) None of these

Answer - c) Both A and B

99. Which key can be removed by clear command.

- a) All formats
- b) Content Comments
- c) Both A and B (Both)
- d) None of these (None of Above)

Answer - d) Both A and B

100. This command takes the cell pointer to any cell in the worksheet.

- a) Go To
- b) Send To
- c) E-mail
- d) None of these (None of Above)

Answer - a) Go To

101. The view in which we work by default.

- a) Normal

- b) Work
- c) Active
- d) None of these (None of Above)

Answer - a) Normal

102. Each cell from the excel sheet is referred to its address which are -----.

- a) cell cry label
- b) Column label of the cell
- c) Rows and columns of cells labeled
- d) The column label and worksheet tab name of the cell

Answer - c) Cell cry and column labels

103. ----- There are rules that help in estimating the value.

- a) Find
- b) Replace
- c) Goal seek
- d) Go-to

Answer - c) Goalseek

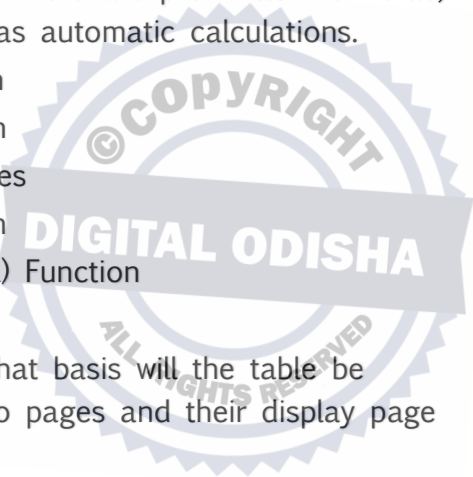
104. ----- There are pre-written formulas, which act as automatic calculations.

- a) Function
- b) equation
- c) Templates
- d) Reaction

Answer - a) Function

105. On what basis will the table be divided into pages and their display page will be.

- a) Page Break Preview



- b) Page break
- c) Cut
- d) None of these (None of Above)

Answer - a) Page Break Preview

106. Formula bar is the work of the command.

- a) Turn Formula Bar On / Off
- b) Creating a new formula
- c) Changing Formula Bar
- d. All of the above

Answer - a) Turn on / off Formula Bar

107. MS Excel 2007 is used in different types of ----- which are useful from general to complex works.

- a) Calculation
- b) Manupulation
- c) Presentation
- d) Expression

Answer - a) Calculation

108. You can increase the indent by using it to change the level of the item in the hierarchy.

- a) Tab
- b) Backspace
- c) Delete
- d) Spacebar

Answer - a) Tab

109. The blinking symbol is on the screen.

- a) Mouse
- b) Hand

- c) Light
- d) Cursor

Answer - d) Cursor

110. -----

- a) Tool bar
- b) Full Screen
- c) Both A and B
- d) None of these (None of Above)

Answer - b) Full Screen

111. Many views of worksheets can be made with the help of which command.

- a) Custom View
- b) Make View
- c) Zoom
- d) None of these (None of Above)

Answer - c) Zoom

112. There are horizontal and watkin lines on the worksheet, they are called -----.

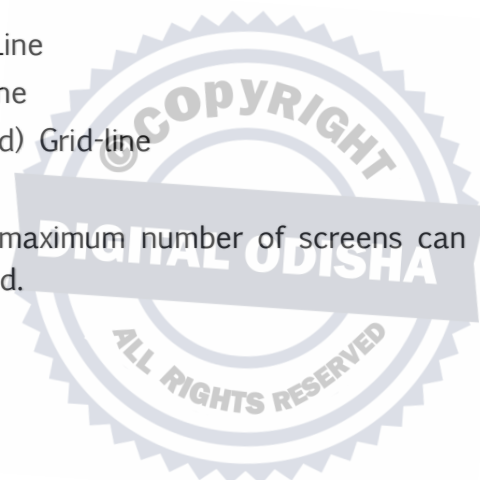
- a) Sales
- b) Sheets
- c) Block Line
- d) Grid Line

Answer - d) Grid-line

113. The maximum number of screens can be zoomed.

- a) 10
- b) 200
- c) 300
- d) 400

Answer - d) 400



114. The default name of the worksheet is ----- in a workbook.

- a) Worksheet
- b) Sheet
- c) Paper
- d) None of these (None of Above)

Answer - b) Sheet

115. What are the commands to add a new sheet to the workbook?

- a) Sheet
- b) New Sheet
- c) Worksheet
- d) Insert Sheet

Answer - d) Insert Sheet

116. The text located in the upper margins of the page is called -----.

- a) Footer
- b) Column
- c) Header
- d) Paragraph

Answer - c) Header

117. To fix the cell or to stop the automatic reference of the cell, type the first column ----- before the number of columns and rows.

- a) Hashes (#)
- b) Dollar (\$)
- c) Percent (%)
- d) Star (*)

Answer - b) Dollar (\$)

118. The files created in Microsoft Excel 2007 are called -----.

- a) Workbook
- b) Worksheet
- c) Sheet
- d) Notebook

Answer - a) Workbook

119. In Excel where the pointer is present, the cell is called.

- a) A1
- b) Current cell
- c) Active Cell
- d) Dative Cell

Answer - c) Active Cell

120. Which Command Worksheet comes in to add new line.

- a) New Row
- b) Insert Row
- c) Cell
- d) None of these (None of Above)

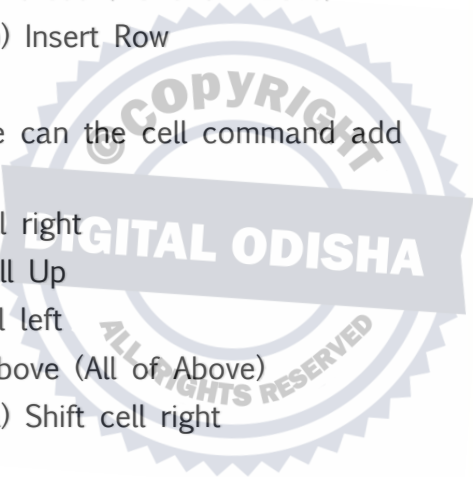
Answer - b) Insert Row

121. Where can the cell command add new cells?

- a) shift cell right
- b) Shift Cell Up
- c) shift cell left
- d) All of above (All of Above)

Answer - a) Shift cell right

122. Which menu is used to create charts.



- a) File
- b) New
- c) Insert
- d) Chart

Answer - c) Insert

123. The cell displays the address E21.

- a) 21V column, E-Row
- b) e-rows, 12th column
- c) E column, 21 rows
- d) None of these

Answer - c) E column, 21 rows

124. This Command Worksheet comes in handy to bring a picture from any place.

- a) Picture (Picture)
- b) Indicator
- c) Clip Art
- d) All of above (All of Above)

Answer - a) Picture (Picture)

125. The comments given for a cell entry show on the screen.

- a) Comment
- b) Indicator
- c) Picture (Picture)
- d) None

Answer - b) Indicator

126. Which command is used to establish a link from another file.

- a) Picture (Picture)
- b) Comment
- c) File

- d) Hyperlink

Answer - d) Hyperlink

127. What are the commands for formatting of cell.

- a) Number Font
- b) Alignment Border
- c) Pattern Protect
- d) All of above (All of Above)

Answer - d) All of the above (All of Above)

128. What are the commands to hide cry?

- a) Hide
- b) Hide Row
- c) Row
- d) None of these (None of Above)

Answer - a) Hide

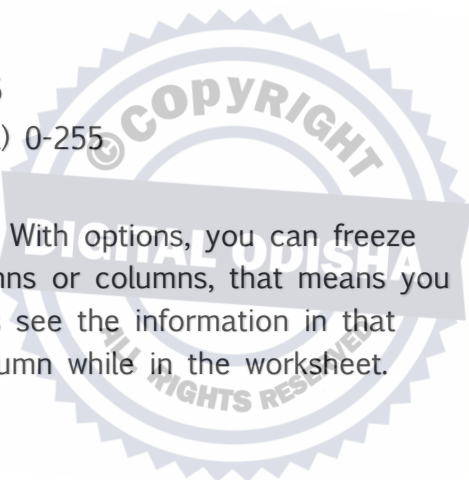
129. How many columns can the width of the column be?

- a) 0-255
- b) 1-256
- c) 10-250
- d) 0-65536

Answer - a) 0-255

130. ----- With options, you can freeze both columns or columns, that means you can always see the information in that row or column while in the worksheet.

- a) Split
- b) Arrange
- c) Filter



d) Freeze Panes

Answer - d) Freeze Panes

131. What is the maximum height of any cry

- a) 409
- b) 500
- c) 255
- d) None of these

Ans-A

132. Which of the following options is used to fill the select cell range?

- a) Pattern
- b) Border
- c) Background
- d) Fill color

Ans-D

133. According to the given conditions, the worksheet and its cell formatting are done by the command.

- a) Conditional Formatting
- b) Format
- c) Selected Formatting
- d) None of these (None of Above)

Ans-A

134. Choosing any picture or graphic by which command can create a worksheet background.

- a) Cell
- b) Row
- c) Colum

d) Background

Ans-D

135. To automatically correct the document, we use -----.

- a) Auto Correct Feature
- b) Auto Complete Feature
- c) Building Blocks
- d) Formatting

Ans-A

136. What maximum conditions can be conditioned in conditional formatting?

- a) 2
- b) 3
- c) 5
- d) None of these

Ans-B

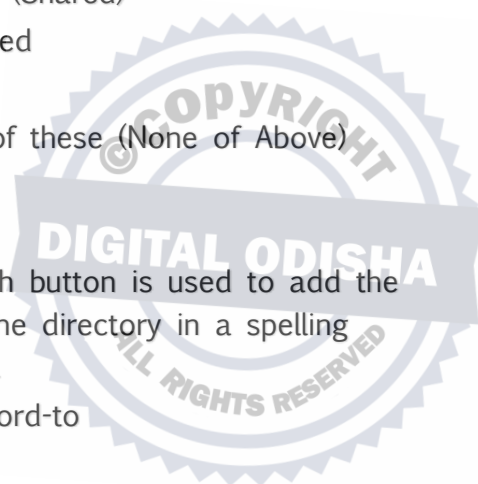
137. On sharing the workbook, what is written in the title bar with the name of workbook?

- a) Shared (Shared)
- b) Protected
- c) Share
- d) None of these (None of Above)

Ans-A

138. Which button is used to add the word to the directory in a spelling command.

- a) Add Word-to
- b) Add
- c) Sum



d) Insert

Ans-D

139. Which command is used to combine two workbooks together.

- a) Merge
- b) Merge Book
- c) Merge Workbook
- d) All of above (All of Above)

Ans-A

140. The Protected Command gives the following options.

- a) Protect Sheet
- b) Protected Worksheet
- c) Protected and Share Workbook
- d) All of above (All of Above)

Ans-D

141. These commands are used to replace the value of a single cell with the value from which the predicted results come from the given formula.

- a) Go Sheek
- b) Change Value
- c) Both the above (Both)
- d) None of these (None of Above)

Ans-A

142. These buttons are present in 'Title Bar' except!

- a) Minimize
- b) Start
- c) Close

d) Maximize

Ans-B

143. What are the commensities to change the value of various cell addresses used in any formula, to get different results.

- a) Go Sheek
- b) Scenario Manager
- c) Auditing
- d) None of these (None of Above)

Ans-B

144. With the help of which option, the workbook can order automatic reservation.

- a) Save
- b) Save-As
- c) Save-as Web-page
- d) Auto Save

Ans-D

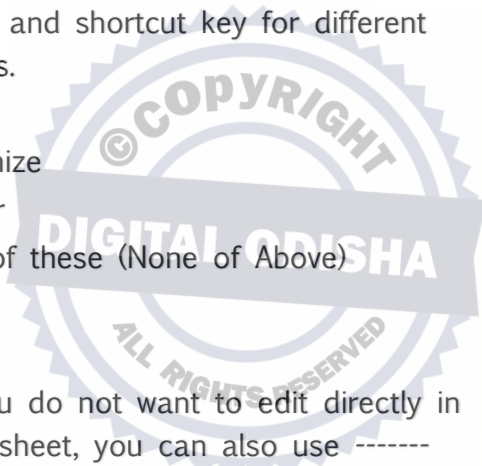
145. With the help of which command, you can set toolbar buttons, menu command and shortcut key for different commands.

- a) Option
- b) Customize
- c) Toolbar
- d) None of these (None of Above)

Ans-B

146. If you do not want to edit directly in your worksheet, you can also use ----- to edit and interact with the data.

- a) Formula Bar



- b) Title Bar
- c) Menu Bar
- d) Space bar

Ans-A

147. The cell address of the beginning and end of the enclosed extension in an MS Excel formula is separated by -----.

- a) Semi colon (;)
- b) Coma (,)
- c) Fullstop (.)
- d) Colon (:)

Ans-D

148. There are rules that help in the value forecast.

- a) Find
- b) Replace
- c) Goal Seek
- d) None of these (None of Above)

Ans-C

149. This tab contains proofing tools like-

- a) Review
- b) Data
- c) View
- d) Insert

Ans-A

150. ----- There are rules that help in estimating the value.

- a) Find
- b) Replace
- c) Goal Seek

- d) Go to t0

Ans-C

151. To confirm the cell i.e., to prevent the automatic refresh of the respective cell, type ----- before the number of columns and rows.

- a) #
- b) \$
- c):
- d),

Ans-B

152. Receiving data from the cell of a separate sheet is called -----.

- a) Accessing
- b) Refreshing
- c) Updating
- d) Functioning

Ans-B

153. How will you print the selected part of Excel worksheet?

- a) Change the font size
- b) Using zoom instructions in the status bar
- c) Using page break instructions
- d) Select the part to print and select the selection option in the print dialog box.

Ans-D

154. In MS Excel 2010, you are asked to write comments in the cell.

- a) Cell Trip
- b) Cell Rate

- c) Column
- d) None of these (None of Above)

Ans-A

156. Split windows options are located in a tab of excel.

- a) View
- b) Home
- c) Page Layout
- d) All of above (All of Above)

Ans-A

157. Excel has the default view of the sheet.

- a) Full Screen
- b) Normal Normal)
- c) Web Outline
- d) None of these (None of Above)

Ans-B

158. What are MS Excel?

- a) Windows based processor package
- b) spreadsheets package based on Windows
- c) spreadsheet package based on DOS
- d) Processor package based on DOS

Ans-B

159. What is the default name of any new file in MS Excel 2010?

- a) Book-1
- b) Book-2
- c) Book-3
- d) Book-4

Ans-A

160. The files created in MS Excel are called.

- a) Work-sheet
- b) Work-job
- c) Work-Book
- d) All of above (All of Above)

Ans-C

161. There are preceded formulas, which act as automatic calculations.

- a) Function
- b) equation
- c) Templates
- d) Reaction

Ans-A

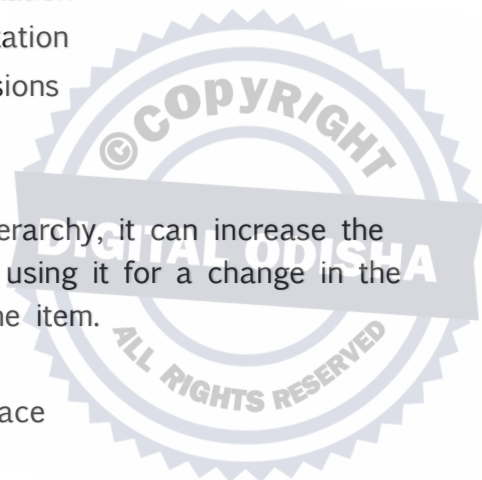
162. MS Excel 2007 is used in various types of ----- which are useful from normal to complex works.

- a) Calculation
- b) Manipulation
- c) Presentation
- d) Expressions

Ans-A

163. In hierarchy, it can increase the indent by using it for a change in the level of the item.

- a) Tab
- b) Backspace
- c) Delete
- d) Spacebar



Ans-A

164. You can press to remove the letter alone from the left.

- a) Delete
- b) Backspace
- c) Enter
- d) Spacebar

Ans-B

165. ----- are a file that is provided by the application in the form of "Ready to Use".

- a) Sheet
- b) Templates
- c) Book
- d) Report

Ans-B

166. ----- The data is a generous representation and interprets the information in an easy and easy way to understand.

- a) Chart
- b) Table
- c) Picture (Picture)
- d) Graphic

Ans-A

167. ----- Independent design, which can be used in different parts of the document.

- a) Graphics
- b) Style
- c) Pictures

d) Thames

Ans-B

168. The command to open, save, close, and print files is in it.

- a) View Tab
- b) Office Button
- c) Insert Tab
- d) Review Tab

Ans-B

169. ----- With the option you can freeze the cry or column or both, that means you can always see the information in that row or column while in the worksheet.

- a) Split
- b) Arrange
- c) Filter
- d) Fridge Pens (Freeze-Pan)

Ans-D

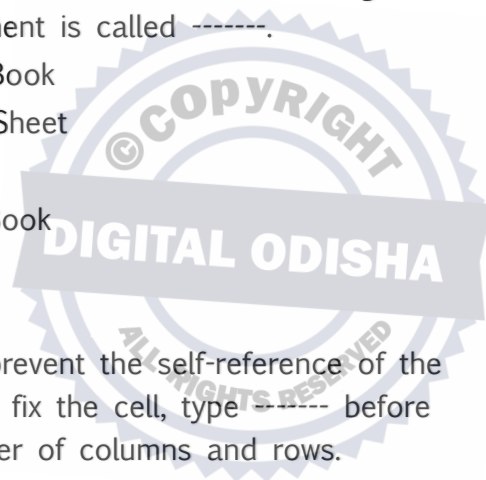
170. In Microsoft Excel 2007, a single file or document is called -----.

- a) Work-Book
- b) Work Sheet
- c) Sheet
- d) Note-Book

Ans-A

171. To prevent the self-reference of the cell, ie to fix the cell, type ----- before the number of columns and rows.

- a) Hashes (#)
- b) Dollar (\$)



- c) Percent (:)
- d) Star (*)

Ans-B

172. The text located in the upper margins of the page is called -----.

- a) Footer
- b) Column
- c) Header
- d) Paragraph

Ans-C

173. By splitting or freezing pane, you can see two areas of the worksheet and you can lock it.

- a) Sheet
- b) Page
- c) Row or Column
- d) None of these (None of Above)

Ans-C

174. Selection of more than two cells in the spreadsheet program is called.

- a) Table
- b) Book
- c) File
- d) Sheet

Ans-A

175. Where does the cell address appear?

- a) Name Box
- b) Formula Bar
- c) Task-Bar
- d) None of these (None of Above)

Ans-C

176. In MS Excel 2007, the extract of the template file is -----.

- a) DOCX
- b) ViralTX
- c) Excel TeX (Excel TX)
- d) ZLTX

Ans-C

178. MS Excel 2007 is used in various types of ----- which are used from normal to complex work.

- a) Expressing
- b) Calculation
- c) Manipulate
- d) Presentation

Ans-B

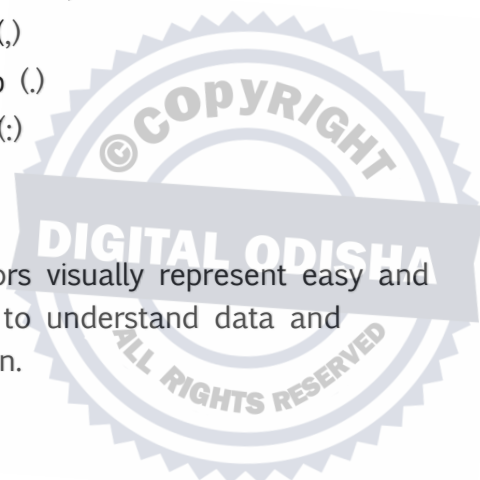
179. Adjust ranges are specified in the Formula from the beginning and end of the cell address and separated by -----.

- a) Semicolon (;)
- b) Coma (,)
- c) Fullstop (.)
- d) Colon (:)

Ans-D

180. Visitors visually represent easy and easy way to understand data and information.

- a) Chart
- b) Table
- c) Sheet
- d) Columns (:)



Ans-A

181. If you do not want to edit directly in your worksheet, you can also use ----- to edit and enter data.

- a) Formula Bar
- b) Title Bar
- c) Menu Bar
- d) Space bar

Ans-A

182. This tab contains proofing tools like-

- a) Review
- b) Data
- c) View
- d) Insert

Ans-A

183. If you want to print in wide format then how will you use page orientation or orientation?

- a) Landscape
- b) Portrait
- c) Horizontal
- d) Vertical

Ans-A

184. - The preceding formulas are those that perform self-calculations

- a) Function
- b) equation
- c) Templates
- d) Reaction

Ans-A

185. MS Excel 2010 is used in various types ----- which are normally useful to complex tasks.

- a) Calculation
- b) Manipulation
- c) Presentation
- d) Expression

Ans-A

186. The text located in the upper margins of the page is called -----.

- a) Footer
- b) Column
- c) Header
- d) Paragraph

Ans-C

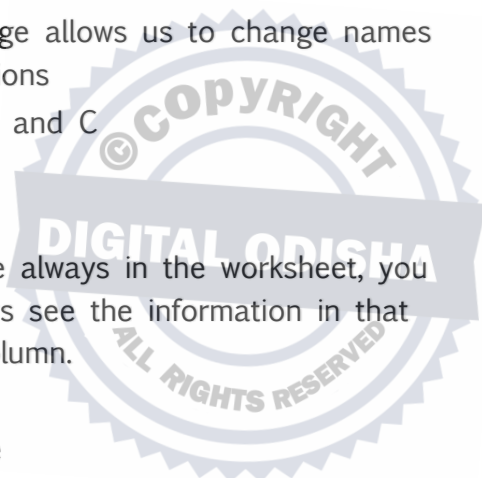
187. There is a difference between Save and Save As while saving the document.

- a) There is no difference
- b) Save will store the documents already stored
- c) Save As allows us to change names and locations
- d) Both A and C

Ans-D

188. While always in the worksheet, you can always see the information in that row or column.

- a) Split
- b) Orange
- c) Filters
- d) Freeze Pan



Ans-D

189. In the formula, the description of the non exchange range is done through the cell address separated by -----.

- a) Semicolon (;)
- b) Coma (,)
- c) Full stop (.)
- d) Colon (:)

Ans-B

190. In a text field you can enter the ----- character.

- a) 125
- b) 375
- c) 235
- d) 255

Ans-D

191. Information is arranged in horizontal row and vertical column using easily ----- to read.

- a) Cell
- b) Sheet
- c) Box
- d) Table

Ans-D

192. To prevent 'automatic relative cell reference', which particular character is used before the column and row number.

- a) Hesh (#)
- b) Dollar (\$)
- c) Multiply
- d) None of these (None of Above)

Ans-B

193. Which of the following formula (formulas) is correctly entered.

- a) = SUM (A1A10)
- b) = SUM (: A10A10)
- c) = SUM (A1: A10)
- d) All of above (All of Above)

Ans-C

194. Obtaining the data from the cell of a separate sheet is called -----.

- a) Accessing
- b) Refreshing
- c) Updating
- d) Functioning

Ans-B

195. Short keys are used to insert a function in MS Excel.

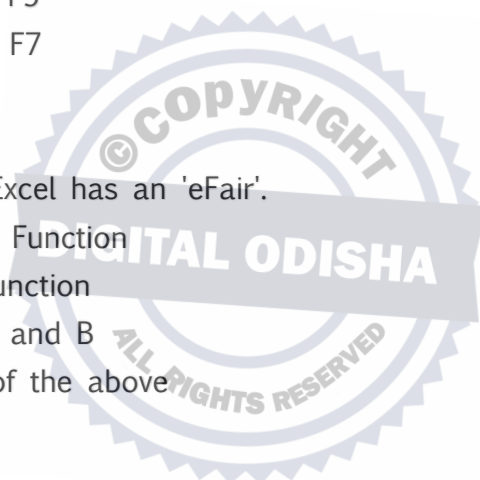
- a) Shift + F3
- b) Shift + F4
- c) Shift + F5
- d) Shift + F7

Ans-A

196. MS Excel has an 'eFair'.

- a) Logical Function
- b) Sum Function
- c) Both A and B
- d) None of the above

Ans-A



197. - MS Excel is used for combining text -----.

- a) Apostropi (')
- b) Exclamation (!)
- c) hash (#)
- d) ampsend (&)

Ans-A

198. Cell is the only one whose specialty is.

- a) Unix
- b) DOS (DOS)
- c) System Software
- d) Application Software

Ans-A

199. If format number does not fit into any cell, then ----- are displayed.

- a) hash (#####)
- b) Hash HIV / O (# DIV / O)
- c) Hashes DIV (#DIV)
- d) None of the above (None of Above)

Ans-A

200. Process to mark specific pillars so that they can see the row and column on the scene panel.

- a) Freezing
- b) Locking
- c) Selecting
- d) Fixeing

Ans-A

201. MS Excel is used for different types of----- which are simple to complex type.

- a) Calculation
- b) Presentation
- c) Image compression
- d) Image Editing

Ans-A

202. 'ABC' work is used in MS Excel.

- a) For the absolute value of a number
- b) For the number of unutilized values
- c) For the increased value of any number
- d) 'ABC' are not a function

Ans-A

203. The width of the mines and the length of the row are measured in the MS Excel program.

- a) inch (Inch)
- b) Pixel
- c) centimeter (CM)
- d) Parantage (%)

Ans-A

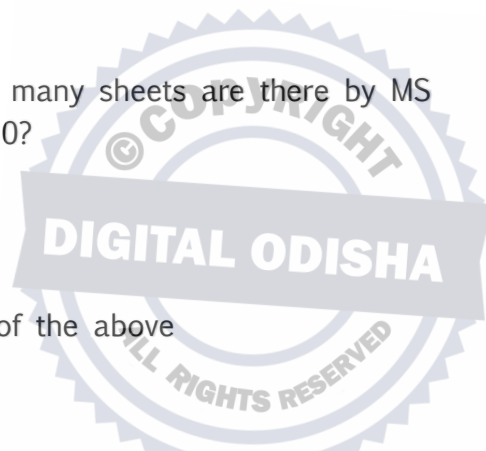
204. How many sheets are there by MS Excel 2010?

- a) 1
- b) 3
- c) 4
- d) None of the above

Ans-B

205. What is called Sheet in MS Excel?

- a) Document Sheet



- b) Spread Sheet
- c) File Sheet
- d) Folder Sheet

Ans-B

206. Which of the following Excel terminals are not?

- a) Row
- b) Column
- c) Document
- d) None of these

Ans-C

207. We use ----- to go to the previous worksheet.

- a) Alt + Page Up
- b) Ctrl + Page Up
- c) Ctrl + Page Down
- d) Shift + Tab

Ans-B

208. Representing visual and data in an easy and easy way to understand the data and information.

- a) Chart
- b) Table
- c) Semicolon (;)
- d) Colon (:)

Ans-A

209. If you do not want to edit directly in your worksheet, you can also use ----- to edit and enter data.

- a) Formula Bar

- b) Title Bar
- c) Menu Bar
- d) Space bar

Ans-A

210. This tab contains proofing tools like-

- a) Review
- b) Data
- c) View
- d) Insert

Ans-A

211. If you want to print in wide frames, then how to use page orientation or orientation.

- a) Landscape
- b) Portrait
- c) Horizontal
- d) Vertical

Ans-A

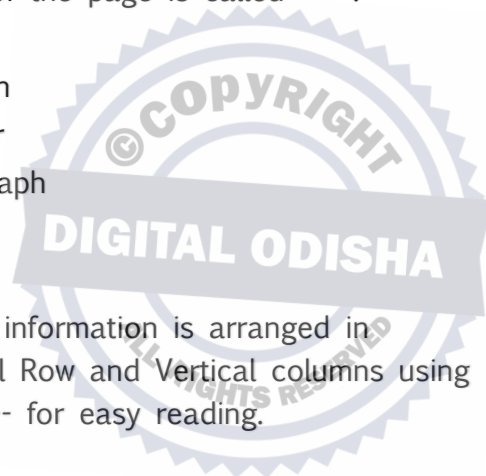
212. The text located in the upper margins of the page is called -----.

- a) Footer
- b) Column
- c) Header
- d) Paragraph

Ans-C

213. The information is arranged in Horizontal Row and Vertical columns using easily ----- for easy reading.

- a) Cell
- b) Sheet



- c) Box
- d) Table

Ans-D

214. ----- There are rules that help in predicting the value.

- a) Find
- b) Replace
- c) Go To
- d) Go To

Ans-C

215. The cell address in the beginning and end of an enclosed extension in an MS Excel formula is separated by -----.

- a) Semicolon (;)
- b) Coma (,)
- c) Fullstop (.)
- d) Colon (:)

Ans-D

216. To confirm the cell i.e., to prevent the automatic reference of the respective cell, type ----- before the number of columns and rows.

- a) Hash (#)
- b) Dollar (\$)
- c) Percent (%)
- d) Star (*)

Ans-B

217. We use to select all the contents of a document.

- a) Ctrl + A
- b) Ctrl + Z

- c) Ctrl + C
- d) Ctrl + U

Ans-A

218. Split, Arrange, Filters ----- are the prefix formulas that do the job of automatic calculation.

- a) Function
- b) equation
- c) Templates
- d) Reaction

Ans-A

219. Obtaining data from the cell of a separate sheet is called -----.

- a) Accessing
- b) Refreshing
- c) Updating
- d) Functioning

Ans-B

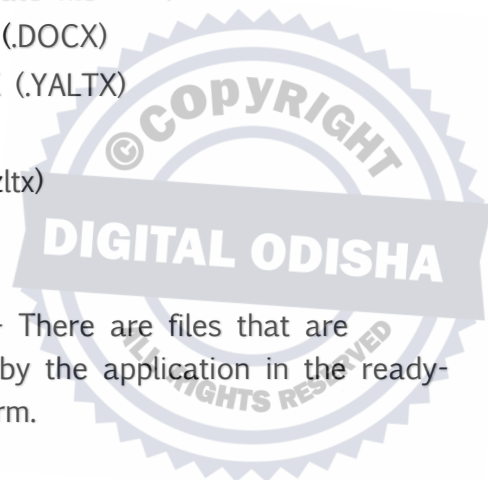
220. In MS Excel 2010, the extension of the template file -----.

- a) .dodix (.DOCX)
- b) .VALTX (.YALTX)
- c) .XLTX
- d) .zltx (.zltx)

Ans-C

211. ----- There are files that are provided by the application in the ready-to-use form.

- a) Sheet
- b) Templates



- c) Book
- d) Report

Ans-B

222. In Microsoft Excel 2010, a single file ----- is called.

- a) Workbook
- b) worksheet
- c) Sheet
- d) Notebook

Ans-A

223. With options you can freeze rows or columns or both, that means you can always see the information in that row or column while in the worksheet.

- a) Slit
- b) Arrange
- c) Filters
- d) Freeze Pens

Ans-D

224. Formula consists of describing non-exogenous range through cell address separated by -----.

- a) Semicolon
- b) Coma
- c) Fullstop
- d) Colon

Ans-B

225. ----- To prevent automatic relative cell references, which special character is used before the column and row number.

- a) hash

- b) Dollar
- c) Percentage
- d) Star

Ans-B

226. ----- Tab contains proofing tools like spell check.

- a) Review
- b) Data
- c) View
- d) Insert

Ans-A

227. ----- The view of the data is reprinted and interpreted in an easy and easy manner to understand the information.

- a) Chart
- b) Table
- c) Picture
- d) Graphics

Ans-A

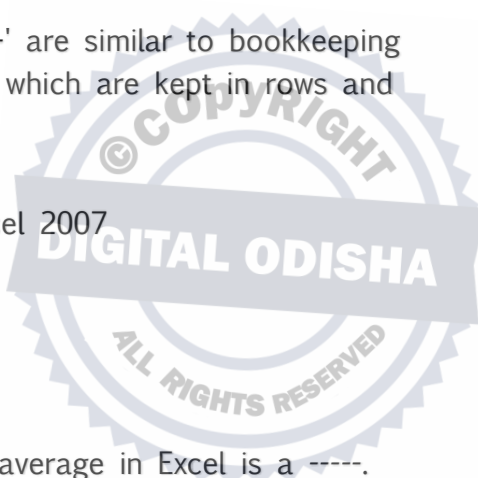
228. '-----' are similar to bookkeeping accounts, which are kept in rows and columns.

- a) Table
- b) MS Excel 2007
- c) Format
- d) Sheet

Ans-B

229. The average in Excel is a -----.

- a) Commands



- b) Function
- c) Formula
- d) Processor

Ans-B

230. Data is kept in MS Excel.

- a) Cry
- b) column
- c) Table
- d) Nun of Abau

Ans-C

231. The range of a cell display by -----.

- a) (A6, A8)
- b) (A6: A8)
- c) (A6 - A8)
- d) (A6 + A8)

Ans-B

232. What are the electronic spreadsheets?

- a) Operating System
- b) Applications program
- c) Utility program
- d. All of the above

Ans-B

233. Which tab contains the Prufing Group in MS Excel 2010.

- a) Review
- b) Insert
- c) Home
- d) Data

Ans-A

234. The width of the mines and the length of the row in the MS Excel program is measured.

- a) inch
- b) pixel
- c) centimeter
- d) Percentage

Ans-B

235. Which function is used to get the remainder?

- a) Int.
- b) mode
- c) Tram
- d) People

Ans-B

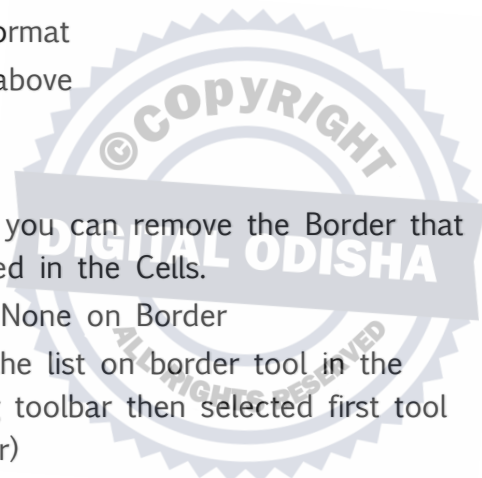
236. Of the following, you can decide which form to apply in the Auto Format Dialog Box.

- a) Number Format
- b) Border Format
- c) Font Format
- d) All of above

Ans-D

237. How you can remove the Border that was applied in the Cells.

- a) Chose None on Border
- b) Open the list on border tool in the formatting toolbar then selected first tool (no border)
- c) Both of above
- d) None of above



Ans-C

238. Where do you set the Shading color for the range of cells in Excel.

- a) Chose required color
- b) Chose required color fill in toolbar
- c) Choose the color on the toolbar
- d) All of the above

Ans-D

239. You set the page border in excel.

- a) From border tab
- b) From border tool in formatting toolbar
- c) From the line tool
- d) You can not page border in excel

Ans-D

240. If all the numbers from 0 to 100 are displayed in red color -

- a) Use = if
- b) Apply Conditional Formatting
- c) Select the calls that contain number between 0 and 100
- d) All of above

Ans-B

241. When Conditional Formatting is applicable, you can check against the -----
- against conditions.

- a) Cell value
- b) Formula
- c) Both of above
- d) None of above

Ans-C

242. Of the following which are not true in terms of Conditional formatting.

- a) You can add more
- b) You can set condition to look for bold and apply italics on them
- c) You can apply font, border and pattern formats
- d) You can delete any condition from condition formatting dialog box if it is not required

Ans-B

243. The following are the invalid sentences.

- a) Sheet tabs can be colored
- b) Some picture can be applied as a background
- c) You can set the width
- d) The width of the width

Ans-D

244. You can use the formula palette for -----.

- a) Format cells containing numbers
- b) Create and edit formula containing functions
- c) Enter assumption data
- d) Copy a range of cells

Ans-B

245. When a range is selected, you can activate the first cell.

- a) Press the alt key
- b) Press tab

- c) Press enter
- d) None of above

Ans-D

246. Which tool do you use to join some cells and keep content in between cells joined?

- a) From Format Cells dialog box
- b) From the Format Cells dialog box
- c) From Format cells dialog box select merge and center check box
- d) Click on merge and center tool on formatting toolbar

Ans-D

247. There are Tab Scroll Buttons on Excel Screen.

- a) Toward the bottom right corner
- b) Toward the bottom left corner
- c) Toward the top right corner
- d) Toward the top left corner

Ans-B

248. On the left side of Formula bar, name box -

- a) Shows
- b) The name of the work
- c) The name of the cell is currently working on
- d) None of above

Ans-C

249. Each Excel file contains a workbook that holds different sheets. Which of the

following can not contain sheet in the workbook?

- a) Work sheet
- b) Chart sheet
- c) Module sheet
- d) Data sheet

Ans-D

250. Which of the following is not the right way to edit the contents of a cell?

- a) Press the alt key
- b) Press the F2 key
- c) Click the formula bar
- d) Double click the cell

Ans-A

251. When a row of data is changed in column.

- a) Copy the cells in row
- b) Copy the cels in column then select edit >> paste special, then click transport and ok
- c) Copy the cells then go to format >> cells then on alignment tab click transpose check box and click ok
- d) Select the cells then place the cell pointer on new cell and select edit >> paste special, mark transpose check box and click ok.

Ans-D

252. In Excel, Ctrl + D will use the shortcut key -----.

- a) Open the font dialog box
- b) Apply double

- c) Fill down in the above
- d) None of above

Ans-C

253. Ctrl + R shortcut keys in Excel are used for-----.

- a) Right align
- b) Remove the contents
- c) Fill the selection
- d) None of above

Ans-C

254. Command Edit >> Fill Across Worksheet is active only when -

- a) One sheet was selected
- b) When many sheets are selected
- c) When no sheet is selected
- d) None of above

Ans-B

255. Which of the following series types is not valid for the fill series dialog box?

- a) Linear
- b) Growth
- c) Auto fill
- d) Time

Ans-D

256. Which of the following can you selectively paste it using the Paste special command.

- a) Validation
- b) Formats
- c) Formulas

- d) All of above

Ans-D

257. When you paste something in a new cell, Paste Special takes some operations during that time which of the following operations are valid.

- a) Square
- b) Percentage
- c) Go seek
- d) Divide

Ans-D

258. Edit >> Delete Order -

- a) Deletes
- b) Deletes formats of cell
- c) Delete the comment of cell
- d) Deletes selected cells

Ans-D

259. In order to remove the contents of selected cells, you must issue the ----- command.

- a) Edit >> Delete
- b) Edit >> Clear >> All
- c) Edit >> Clear >> Contents
- d) Data >> Delete

Ans-C

260. The Delete key of the keyboard is assigned to the order in Excel.

- a) Edit >> Clear >> Contents
- b) Edit >> Clear >> All
- c) Edit >> Delete



d) All of the above

Ans-A

261. If you want to delete formatting used in any range -

- a) From edit menu select clear and then formats
- b) From
- c) Click on remove formatting tool
- d) Double click the format painter and then press enter key

Ans-A

262. Excel gives you 3 worksheets by default if you want to use only two of them, then you want to use only two of them, how do you delete the third worksheet?

- a) Right click on the sheet tab and select delete from context menu
- b) Click on sheet 3 and edit from edit menu select delete
- c) Both of above
- d) None of above

Ans-A

263. The value entering in a cell is always -----.

- a) Left aligned
- b) Right aligned
- c) Centered
- d) Not aligned at all

Ans-A

264. Which of the following Statement are valid when any data in Excel is changed or detected.

- a) You can find and replace within the sheet or workbook
- b) Excel does not have to match
- c) Both are valid
- d) None are valid

Ans-A

265. Which of the following is not true about Find and Replace in Excel?

- a) You can search for bold and replace with italics
- b) You can decide
- c) You can also search in formula
- d) You can search by rows or columns or sheets

Ans-D

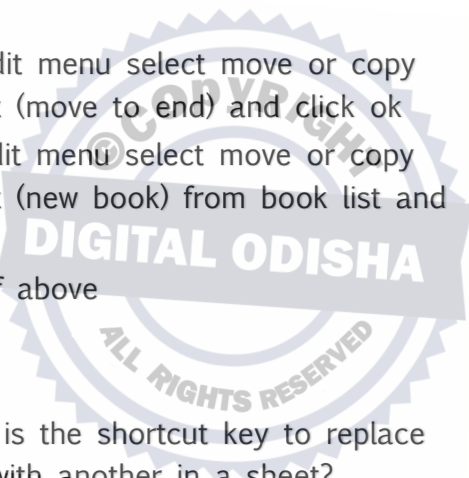
266. You can move a sheet from a workbook through a new book -----.

- a) From edit menu select move or copy sheet.
- b) From edit menu select move or copy then select (move to end) and click ok
- c) From edit menu select move or copy then select (new book) from book list and click ok
- d) None of above

Ans-C

267. What is the shortcut key to replace one data with another in a sheet?

- a) Ctrl + R



- b) Ctrl + Shift + R
- c) Ctrl + H
- d) Ctrl + F

Ans-C

268. Keeping Comments in Cells -----

- a) Smart Tip
- b) Cell Tip
- c) Web Tip
- d) Soft Tip

Ans-B

269. Comments in Cells can be added by -----.

- a) Edit -> Comments
- b) Insert -> Comment
- c) File -> Comments
- d) View -> Comments

Ans-B

270. Which menu option window is used to break into two.

- a) Format -> Window
- b) View -> Window -> Split
- c) Window -> Split
- d) View -> Split

Ans-C

271. Receiving data from a cell located in a separate sheet is called -----.

- a) Accessing
- b) Referencing
- c) Updating
- d) Functioning

Ans-B

272. Which of the following is not a valid data type in Excel?

- a) Number
- b) Character
- c) Label
- d) Data / Time

Ans-B

273. Which element of the worksheet can be protected from accidental modification?

- a) Contents
- b) Objects
- c) Scenarios
- d) All of the above

Ans-D

274. An Numeric value will be treated like a label value if ----- before it comes first.

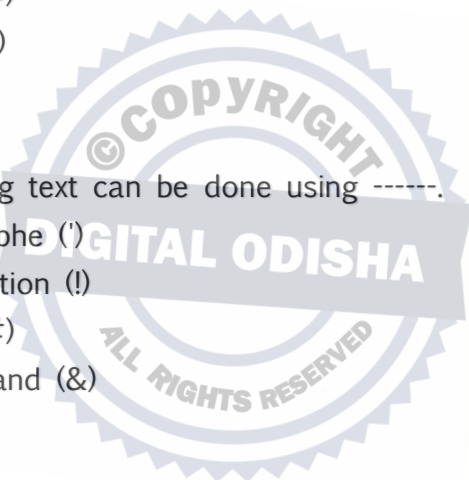
- a) Apostrophe (')
- b) Exclamation (!)
- c) Hash (#)
- d) Tilde (~)

Ans-A

275. Adding text can be done using -----.

- a) Apostrophe (')
- b) Exclamation (!)
- c) Hash (#)
- d) Ampersand (&)

Ans-D



276. Which area, value, and formulas allow entry in Excel window?

- a) Title Bar
- b) Menu Bar
- c) Formula Bar
- d) Standard Tool Bar

Ans-C

277. Multiple calculations in the Sungal Forum can be done using -----.

- a) Standard Formulas
- b) Array Formula
- c) Complex Formulas
- d) Smart Formula

Ans-B

278. An Excel Workbook is a group of ---- --.

- a) Workbooks
- b) Worksheets
- c) Charts
- d) Worksheets and Charts

Ans-D

279. What do you think of Workspace?

- a) Group Of Column
- b) Group of Worksheets
- c) Group of Rows
- d) Group of Workbooks

Ans-D

280. MS-EXCEL is based on -----.

- a) Windows
- b) Dos

- c) Unix
- d) OS / 2

Ans-A

281. In Excel, you can do a large part of the data by selecting a tool button -----.

- a) Auto fill
- b) Auto Correct
- c) Auto Sum
- d) Auto Format

Ans-C

282. In MS-Excel, press to select an entire column.

- a) Ctrl + C
- b) Ctrl + Arrow Key
- c) Ctrl + S
- d) None of The Above

Ans-D

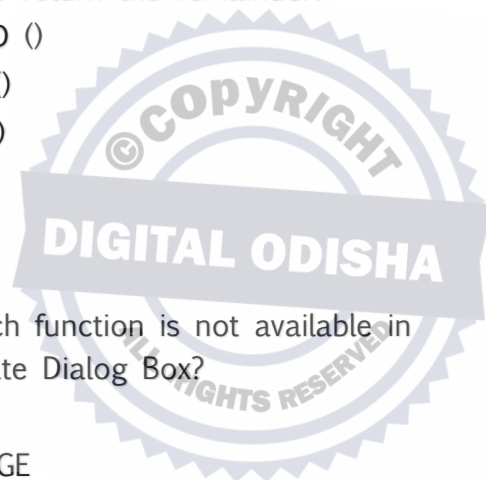
283. When we divide the number by the second number in Excel, what function do we use to return the remainder?

- a) ROUND ()
- b) FACT ()
- c) MOD ()
- d) DIV ()

Ans-C

284. Which function is not available in Consolidate Dialog Box?

- a) PMT
- b) AVERAGE
- c) MAX



d) SUM

Ans-A

285. "Edit, Clear" command is not the function of Kiss.

- a) Delete Content
- b) Delete Notes
- c) Delete Cells
- d) Delete Formats

Ans-C

286. Microsoft Excel is a Powerful -----.

- a) Word processing package
- b) Spreadsheet package
- c) Communication S / W Package
- d) DBMS package

Ans-B

287. How do you rearrange the data in ascending or descending order.

- a) Data, Sort
- b) Data, Form
- c) Data, Table
- d) Data, Subtotals

Ans-A

288. Which chart can be created in Excel

- a) Area
- b) Line
- c) Pie
- d) All of the above

Ans-D

289. If the '5436.8' in a cell format in "#, ## 0.00" then what will be the output.

- a) 5430
- b) 5,436.80
- c) 5436.8
- d) 6.8

Ans-B

290. How do you display the current date and time in MS Excel

- a) = Data ()
- b) = today ()
- c) = Now ()
- d) = Time ()

Ans-C

291. How do you display only current date in MS Excel?

- a) Data ()
- b) Today ()
- c) Now ()
- d) Time ()

Ans-B

292. How do you wrap text in a cell.

- a) Format, Cells, Font
- b) Format, Cells, Protection
- c) Format, Cells, Number
- d) Format, Cells, Alignment

Ans-D

293. COUNTA () What does.

- a) Counts cells having alphabets
- b) Counts empty cells

- c) Counts cells having number
- d) Counts non-empty cells

Ans-D

294. What is the Shortcut Key to highlight the entire column

- a) Ctrl + C
- b) Ctrl + Enter
- c) Ctrl + Page Up
- d) Ctrl + Space Bar

Ans-D

295. In the form, which symbol specifies certain columns or rows.

- a) \$
- b) *
- c)%
- d) &

Ans-A

296. In Excel ----- display the current cell address.

- a) Formula Bar
- b) Status Bar
- c) Name Box
- d) Title Bar

Ans-C

297. What is the correct way to associate Cell A10 with Sheet1 on Sheet3?

- a) Sheet3! A10
- b) Sheet1! A10
- c) Sheet3.A10
- d) A10

Ans-A

298. What language is used to create macros in Excel?

- a) Visual Basic
- b) C
- c) Visual C ++
- d) java

Ans-A

299. Which of the following is not a term of MS-Excel.

- a) Cells
- b) Rows
- c) Columns
- d) Document

Ans-D

300. How many worksheets a workbook can hold

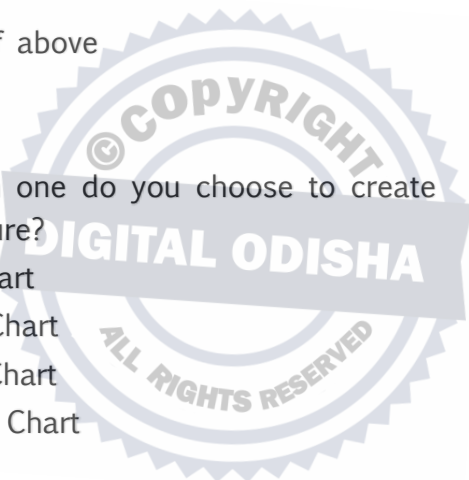
- a) 3
- b) 8
- c) 255
- d) None of above

Ans-D

301. Which one do you choose to create a bar picture?

- a) Edit, Chart
- b) Insert, Chart
- c) Tools, Chart
- d) Format, Chart

Ans-B



302. What you need to change to make a worksheet print using letterhead.

- a) Paper
- b) Margin
- c) Layout
- d) Orientation

Ans-B

303. What would you say that chart in which it shows how any data relates to other data.

- a) XY Chart
- b) Line Chart
- c) Pie Chart
- d) Column Chart

Ans-C

304. The Spelling dialog box can be included by choosing Spell from the ----- menu.

- a) Insert
- b) File
- c) Tools
- d) View

Ans-C

305. What keys do you press to check spelling?

- a) F3
- b) F5
- c) F7
- d) F9

Ans-C

306. In order to play later you will be able to use the keystox sequence and mouse to record the actions.

- a) Media Player
- b) Sound Recorder
- c) Calculator
- d) Macro Recorder

Ans-D

307. We can save and product the work book by -----.

- a) Write reservation password
- b) Protection password
- c) Read-only recommended
- d) Any of the above

Ans-D

308. The first cell is labeled in the EXCEL Worksheet.

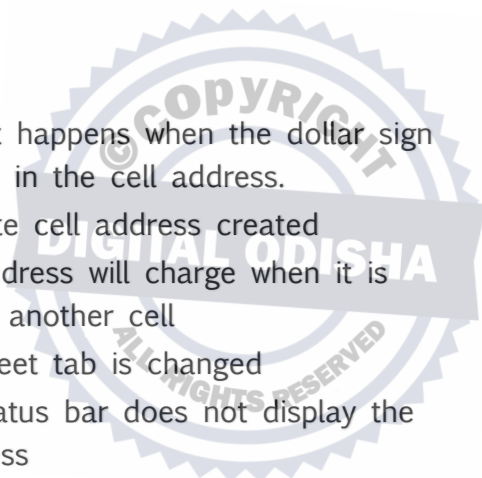
- a) AA
- b) A1
- c) Aa
- d) A0

Ans-B

309. What happens when the dollar sign (\$) comes in the cell address.

- a) Absolute cell address created
- b) Cell address will charge when it is copied to another cell
- c) The sheet tab is changed
- d) The status bar does not display the cell address

Ans-A



310. What are the tabs appearing on the lower part of each workbook?

- a) Reference tabs
- b) Position tabs
- c) Location tabs
- d) Sheet tabs

Ans-D

311. What is presented in the lower-right corner of an active cell or category, by the small, black square.

- a) Copy Handle
- b) Fill Handle
- c) Insert Handle
- d) Border

Ans-B

312. The data series in Excel is defined in what form.

- a) A type of chart
- b) A cell reference
- c) A collection of related data
- d) A division of result

Ans-C

313. What is the use of the Fill Color button on the Formatting Toolbar in Excel?

- a) To insert a background
- b) To add borders
- c) Select a distribution of figures
- d) To add

Ans-D

314. Which of the following tabs are found in the help menu of xcel?

- a) Contents tab
- b) Answer Wizard tab
- c) Index tab
- d) None of the above

Ans-D

315. There are a grid with labeled columns and rows.

- a) Dialog box
- b) Worksheet
- c) Clipboard
- d) Toolbar

Ans-B

316. Active Cell -

- A) Is defined by
- b) Receives the data the user enters
- c) It is the formula bar
- d) Only a and b

Ans-D

317. Which function is used to calculate the value of return, return rate, future values and loan payment volume.

- a) Logical
- b) Math & Trigonometry
- c) Statistical
- d) Financial

Ans-D

318. B7: indicates B9.

- a) Cells B7 and cell B9 only

- b) Cells B7 through B9
- c) Cell B8 only
- d) None of the above

Ans-B

319. Cancel and Enter buttons appear on -----.

- a) Title Bar
- b) Formula Bar
- c) Menu Bar
- d) Sheet Tabs

Ans-B

320. Displaying Row Data in Column or in Column Data in Row.

- a) Hyperlink
- b) Index
- c) Transpose
- d) Rows

Ans-C

321. When you open an Excel file in Word document, data ----- happens.

- a) Hyperlinked
- b) Placed in a word table
- c) Linked
- d) Embedded

Ans-B

322. ----- In all the functions except the function, the answer comes in the form of true or false.

- a) IF
- b) AND

- c) OR
- d) NOT

Ans-A

323. Macros ----- Run and executed from the menu.

- a) Insert
- b) Format
- c) Tools
- d) Data

Ans-C

324. You can open Consolidate Dialog Box by selecting Consolidate from the menu.

- a) Insert
- b) Format
- c) Tools
- d) Data

Ans-D

325. Each Excel file is called a workbook because -

- a) It can contain data
- b) It can be modified
- c) It can contain many sheets including worksheets and chart sheets
- d) You have to work hard to create it

Ans-C

326. Excel can construct what types of charts.

- a) Line graphs and pie charts only
- b) Only line graphs

- c) Bar charts, line graphs and pie charts
- d) Bar charts and line graphs only

Ans-C

327. How is the data organized in a spreadsheet?

- a) Lines and spaces
- b) Layers and planes
- c) Rows and columns
- d) Height and width

Ans-C

328. What does the VLOOKUP function do?

- a) Looks up text that contain 'v'
- b) Checks whether the text is the same
- c) Finds related records
- d) All of above

Ans-C

329. Gridlines -

- a) May be turned off
- b) May be turned on or off for printing
- c) May be turned off for display and printing
- d) All of above

Ans-D

330. You can print only one embanked chart by -----.

- a) Moving the chart
- b) Formatting the chart before you print
- c) Selecting the chart before you print
- d) a and c

Ans-D

331. Which one of the following is a correct sequence of preference in a formula calculation?

- a) Multiplication and division, exponential positive and negative value.
- b) Multiplication and division, positive and negative values, addition and subtraction
- c) Addition and subtraction, positive and negative values, exponentiation
- d) None of above

Ans-D

332. The second function inside a function is called ----- Function.

- a) Nested
- b) Round
- c) Sum
- d) Text

Ans-A

333. How do you print the selected portion of a worksheet if you want to print a different area next time.

- a) On the file menu, point to print area, and then click set print are (a)
- b) On the file menu, click print, and then click selection under print what
- c) On the View menu, click custom views, then click add
- d) All of above

Ans-B

334. How do you change a sum in excel in Euros?

- a) On the insert menu, click symbol and from the currency symbol, select the euro sign.
- b) On the tools menu, click add-ins, and select the euro currency tools check box
- c) Apply
- d) All of above

Ans-A

335. Which function calculates your monthly mortgage payment.

- a) PMT (Payments)
- b) NPER (Number of Periods)
- c) PV (Present Value)
- d) All of above

Ans-A

336. Which of the following methods is not used to enter data in a cell?

- a) Pressing an arrow key
- b) Pressing the tab key
- c) Pressing the Esc key
- d) Clicking the button

Ans-C

337. Which of the following does not set the text italic in the selected cells.

- a) Pressing ctrl + I on the keyboard
- b) Using the tools - wizard - web form menu item
- c) Using the format - cells - font menu item

d) None of the above

Ans-B

338. Which of the following methods is not used to edit the content of the cell?

- a) Pressing the alt key
- b) Clicking the formula bar
- c) Pressing F2
- d) Double clicking the cell

Ans-A

339. You can activate the cell through ----.

- a) Pressing the tab key
- b) Clicking the cell
- c) Pressing an arrow key
- d) All of above

Ans-D

340. Which of the following setup options is not set in the page setup dialog box.

- a) Printer selection
- b) Vertical or horizontal placement
- c) Orientation
- d) Row and column titles

Ans-A

341. What are the computer programs that keep data in Row and columns?

- a) Spreadsheet program
- b) Database program
- c) Word processor program
- d) Desktop publisher program

Ans-A

342. You can add picture by clicking on the Insert Picture From File button on the toolbar.

- a) Standard
- b) Formatting
- c) Drawing
- d) Inert

Ans-D

343. An example of mathematical functions.

- a) AVG
- b) MAX
- c) COS
- d) All of the above

Ans-C

344. When Vertical page breaks.

- a) The active cell must be A1
- b) The active cell can be anywhere in the worksheet
- c) The whole row must be selected
- d) The active cell

Ans-C

345. To select pre-sale from the previously selected range -

- a) The Alt key
- b) The tab key
- c) The enter key
- d) None of above

Ans-D

346. When the formula bar is active, you can see.

- a) The edit formula button
- b) The cancel button
- c) The enter button
- d) All of the above

Ans-D

347. In the Worksheet you can select.

- a) The whole worksheet
- b) Rows
- c) Columns
- d) a, b, and c

Ans-D

348. When you print a Worksheet.

- a) The whole worksheet is displayed
- b) The selected range is displayed
- c) The active part of the worksheet is displayed
- d) a, b, and c

Ans-D

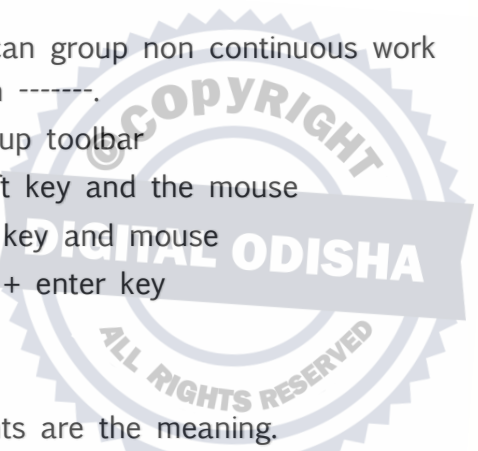
349. You can group non continuous work sheets with -----.

- a) The group toolbar
- b) The shift key and the mouse
- c) the ctrl key and mouse
- d) The alt + enter key

Ans-C

350. Weights are the meaning.

- a) The print density of characters
- b) The height of the printed characters



- c) Upright or slanted shape
- d) The design and appearance of characters

Ans-A

351. When you link data stored in the Excel Work Book into Word.

- a) The word can not be edited
- b) The word document
- c) The word is a hyperlink
- d) The word document contains a copy of the actual data

Ans-B

352. What does it mean when you see the red cross sign at the top right corner of a cell?

- a) There is an error in the cell
- b) There is a comment associated with
- c) The font color
- d) A formula

Ans-B

353. To hold the title of the row and columns in one place, so that they are not scrolled when you scroll to a workbook, click here.

- a) Unfreeze panes
- b) Freeze panes
- c) Hold titles
- d) Split command

Ans-B

354. Which of the following is the fastest way to copy the format from any selected cell to another cell.

- a) Use Ctrl to select all three cells, then click on the standard toolbar.
- b) Copy the selected cell, then select the other two cells, click style on the format menu, then click modify
- c) Click on the format painter on the formatting toolbar to select the formatting to
- d) All of above

Ans-C

355. To edit data in embedded Excel worksheet in Word document -

- a) Use the word bar and toolbar inside the word application
- b) Edit the hyperlink
- c) Edit the data
- d) Use the word menu bar and toolbar

Ans-A

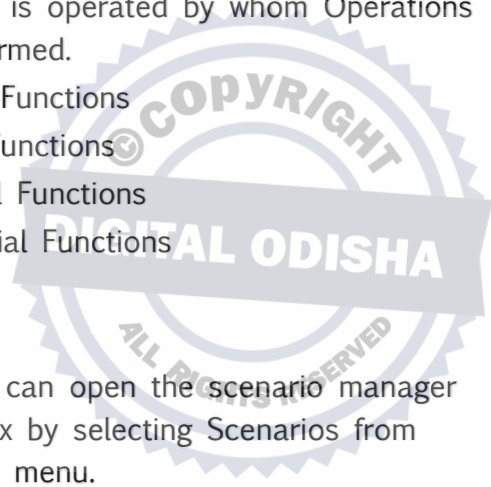
356. Text is operated by whom Operations are Performed.

- a) String Functions
- b) Data Functions
- c) Logical Functions
- d) Financial Functions

Ans-A

357. You can open the scenario manager dialog box by selecting Scenarios from the ----- menu.

- a) View



- b) Insert
- c) Format
- d) Tools

Ans-D

358. You can open the sort dialog box by selecting sort from the ----- menu.

- a) View
- b) Format
- c) Tools
- d) Data

Ans-D

359. While working in the page break preview, you can.

- a) View exactly where every page break occurs
- b) Add or remove page breaks
- c) Change the print area
- d) All of the above

Ans-D

360. Data Map is Helpful -

- a) When you have too much data to chart
- b) To show a geographic distribution of data
- c) To compare data points
- d) Show changes in data over time

Ans-D

361. Rounding error can occur.

- a) When you use multiplication, division or exponentiation in a formula

b) When you use addition and subtraction in a formula

c) Because Excel uses hidden decimal places in computation

d) When you show the results of different decimal places than the calculated result

Ans-A

362. You can copy data and formulas.

- a) With the copy, paste and cut commands on the edit menu
- b) With commands on a shortcut
- c) With buttons on the standard toolbar
- d) All of the above

Ans-D

363. The ----- of MS Excel is used to automate.

- a) Financial statements, Business forecasting
- b) Transaction registers, inventory control
- c) Account receivable, account payable
- d) Any of the above

Ans-D

364. NOT, AND, OR and XOR

- a) Logical Operators
- b) Arithmetic Operators
- c) Relational Operators
- d) None of the above

Ans-B

365. In the report, it is best to use ----- to show the monthly rainfall in Bhopal.

- a) Calendar



- b) Photograph of rain
- c) Chart showing running Amounts
- d) Database of rain

Ans-C

366. If you want to create a chart showing the Experimental Information Record and the rate of growth in a given time period, then the best application to use for it will be.

- a) Word processing
- b) Spreadsheet
- c) Database
- d) Graphics

Ans-B

367. You are editing an old saved worksheet. If you want to save the worksheet that has been edited without destroying the original sheet, then what command should you use.

- a) New
- b) Save as
- c) Edit
- d) Save

Ans-B

368. If you want to leave an empty line after the title in a worksheet, what is the best way.

- a) Re-Format the Spreadsheet
- b) Insert a row
- c) Increase
- d) Use the spacebar

Ans-B

369. If you want to place the names of countries based on the decreasing sequence of their population then you need to be sorted in the Population field in -----.

- a) Ascending order
- b) Descending order
- c) Alphabetical order
- d) Random order

Ans-B

370. What do you use to calculate in the spreadsheet.

- a) Table
- b) Formula
- c) Field
- d) Variable

Ans-B

371. The box located on the chart, which holds the name of each record - is called -----.

- a) Cell
- b) Title
- c) Axis
- d) Legend

Ans-D

372. If you want to put all white cats together in a database, you need to decrease by -----.

- a) Color, then gender
- b) Pet type, then color
- c) Pet type, then gender



d) Color, then pet name

Ans-B

373. If you erase a record by sheet from a mistake, then which command can be used to recover it.

- a) Insert
- b) Copy
- c) Undo
- d) Replace

Ans-C

374. Where Row and Column are found, what do you call it.

- a) A cell
- b) A block
- c) A box
- d) None of the above

Ans-A

375. Which is the example of a cell address.

- a) 1125
- b) 911
- c) 41A
- d) A21

Ans-D

376. Which are examples of a formula.

- a) = A1 + A2
- b) = add (A1: A2)
- c) = SUM (A1: A2)
- d) A1 + A2

Ans-C

377. Which are examples of a function.

- a) = add (A1: A2)
- b) = A1 + A2
- c) = SUM (A1: A2)
- d) A1 + A2

Ans-C

378. What is the sign of multiplying?

- a) >
- b) /
- c) !
- d) *

Ans-D

379. What are the symbols to share

- a) /
- b) %
- c) &
- d) #

Ans-A

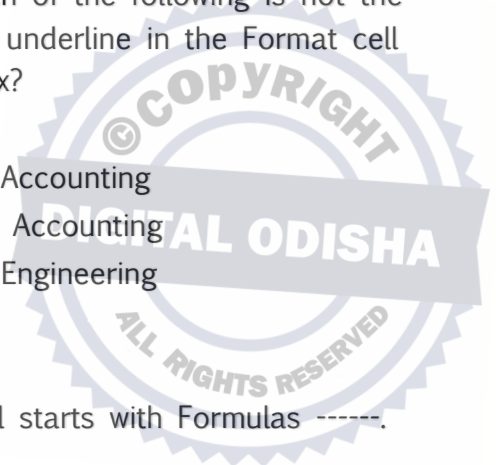
380. Which of the following is not the option of underline in the Format cell dialog box?

- a) Double
- b) Single Accounting
- c) Double Accounting
- d) Single Engineering

Ans-D

381. Excel starts with Formulas -----.

- a) %
- b) =



c) +

d) -

Ans-B

382. The default header for the worksheet is -

a) Username

b) Date and Time

c) Sheet tab

d) None

Ans-D

383. Which of the following is not the option of the Spelling Dialog box?

a) Ignore

b) Ignore all

c) Edit

d) Change

Ans-C

384. Statistical Function -

a) Accept a single number, perform a mathematical transformation on it, and return a single number.

b) Provide a list of items

c) Both a & b

d) None of the above

Ans-C

385. Cell reference from G2 to M12 will be done.

a) G2.M12

b) G2; M12

c) G2: M12

d) G2-M12

Ans-C

386. What are the shortcut keys for creating charts from the selected cell range.

a) F2

b) F4

c) F8

d) F11

Ans-D

387. A Value Explains Spreadsheet.

a) How to calculate the cell's value

b) How to display the value

c) Both a & b

d) None of the above

Ans-A

388. What are the Auto Complete attributes of Excel?

a) It automatically completes abbreviated words

b) It completes the text entries that matches an existing entry in the same column

c) It completes text and numeric entries that match an existing entry in the same column

d) It is a column of text entries that matches an existing entry in the same worksheet.

Ans-B

389. Which of the following is correct?

- a) = AVERAGE (4,5,6,7)
- b) = AVERAGE (A1, B1, C1)
- c) = AVERAGE (A1: A9, B1: B9)
- d) = All of the above

Ans-D

390. Which of the following functions will return the value of 8?

- a) ROUNDUP (8.4999,0)
- b) ROUNDDOWN (8.4999,0)
- c) ROUND (8.4999,0)
- d) Only b and c

Ans-D

391. How do you stop the automatically running macro when MS Excel starts?

- a) Hold down the shift key during startup
- b) Hold down the ctrl key during startup
- c) Hold down the ESC key during startup
- d) Hold down the ALT key during startup

Ans-A

392. How to remove unwanted actions from the macro you recorded without having to re-record the whole macro.

- a) By using the find and edit action option
- b) By clicking on the refresh button in the toolbar
- c) By edit the macro in the visual basic editor
- d) Macro can not be edited

Ans-C

393. What do you enter before deciding to enter the date entry?

- a) //
- b) FR
- c) Zero
- d) Zero Space

Ans-D

394. Which of the following functions is used for achieving maximum points of the series.

- a) MAX (B1: B3)
- b) MAXIMUM (B1: B3)
- c) HIGH (B1: B3)
- d) HIGHEST (B1: B3)

Ans-A

395. What does the NOW () function return?

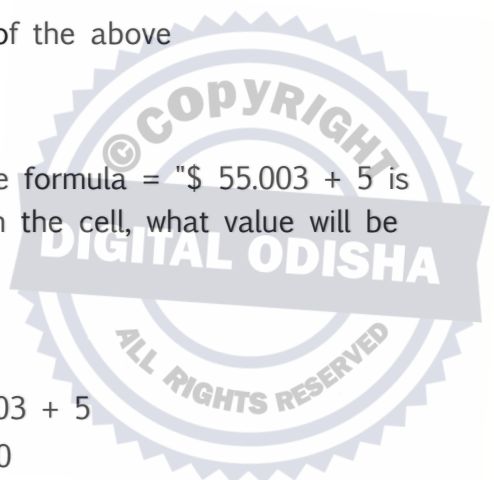
- a) It is the current date and time
- b) It is returning to the serial number
- c) It returns the serial number of the current time
- d) None of the above

Ans-A

396. If the formula = "\$ 55.003 + 5 is entered in the cell, what value will be displayed.

- a) \$ 60
- b) 60
- c) \$ 55.003 + 5
- d) \$ 60.00

Ans-C



397. What is the shortcut key to insert the current date in a cell?

- a) Ctrl + D
- b) Ctrl + T
- c) Ctrl + ;
- d) Ctrl + /

Ans-C

398. In the context of SUM function in Excel, which of the following Syntax is true.

- a) = SUM (A1, B1)
- b) = SUM (A1: B9)
- c) = SUM (A1: A9, B1: B9)
- d) All of the above

Ans-D

399. What is the shortcut key to hide the selected entire column

- a) Ctrl + "
- b) Ctrl + 0
- c) Ctrl + H
- d) Ctrl + C

Ans-B

400. Excel is a program.

- a) Word Processing
- b) Presentation
- c) Database
- d) None of these

Ans-C

401. Excel's file is called.

- a) Workbook

b) Work Copy

- c) Both a and b
- d) None of these

Ans-A

402. How many sheets are there by default in a workbook?

- a) 1
- b) 2
- c) 3
- d) 4

Ans-C

403. Excel is used.

- a) Make Data
- b) Make chart for the data
- c) Organize the data
- d) All of these

Ans-D

404. What areas are used in Excel.

- a) Accounting
- b) Data Analysis
- c) Both a & b
- d) None of these

Ans-C

405. Microsoft Excel 2003 has file extensions.

- a) .ELX
- b) .XLS
- c) .XLL
- d) .XLA

Ans-B



406. Data in the worksheet is organized in them.

- a) Row
- b) Column
- c) Both a & b
- d) None

Ans-C

407. The intersection of the row and the column is called.

- a) Cell
- b) Group
- c) Both a and b
- d) None

Ans-C

408. How many columns are there in Excel 2003.

- a) 256
- b) 260
- c) 255
- d) 280

Ans-A

409. The following are the types of casual references.

- a) Relative Cell Reference
- b) Absolute cell Reference
- c) Both a & b
- d) None of these

Ans-C

410. There are absolute cell references in the following.

- a) A1
- b) A \$ 1
- c) 2A
- d) 4 # F

Ans-B

411. Absolute cell is used in symbables.

- a) =
- b) #
- c) \$
- d) @

Ans-C

412. Freeze Panes option comes.

- a) Edit
- b) Format
- c) Tools
- d) Window

Ans-D

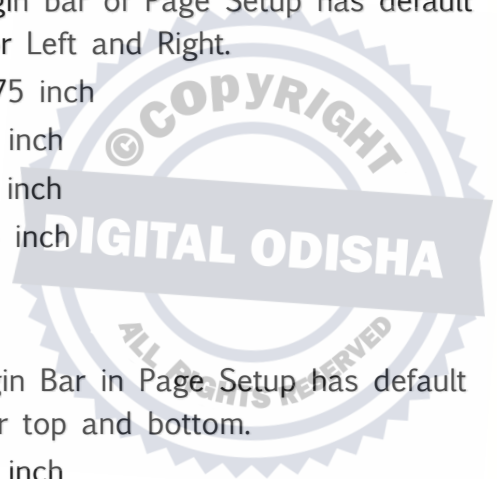
413. Margin bar of Page Setup has default margin for Left and Right.

- a) .75 & 75 inch
- b) 1 & 1 inch
- c) 2 & 2 inch
- d) .5 & 5 inch

Ans-A

414. Margin Bar in Page Setup has default margin for top and bottom.

- a) 1 & 1 inch
- b) .8 & .8 inch



c) .75 & .75 inch

d) 2.0 & 2.0 inch

415. Taskpane has a shortcut command.

a) Ctrl + F1

b) Alt + F1

c) Shift + F1

d) F1

Ans-A

POWERPOINT MCQ QUESTION DISCUSS

1. Which of these PowerPoint is not viewable.

a) Slide Show view

b) Slide Sorter view

Ans-B

2. What is the PowerPoint Presentation extension?

a) .POT

b) .PPT

c) .PTP

d) .PPE

Ans-B

3. Create a new file in PowerPoint presentation, what is the shortcut key.

a) Ctrl + N

b) Ctrl + S

c) Ctrl + M

d) Shift + N

Ans-A

4. What is written to open Power Point from Run Dialog Box

a) PowerPoint

b) PowerPoint

c) Powerpnt

d) Powerpint

Ans-C

5. Which program is used to create a presentation?

a) Excel

b) PowerPoint

c) Access

d) Outlook

Ans-B

6. There is a shortcut key to insert a new slide into the current presentation.

a) Ctrl + O

b) Ctrl + M

c) Ctrl + N

d) Ctrl + F

Ans-B

7. Action Button's Options in Which Menu

a) Tools

b) Format

c) Window

d) Slide Show

Ans-D



8. Which option is used to create Speaker Notes in Power Point slide.

- a) Slide Note
- b) Short Notes
- c) Sound Note
- d) Notes View

Ans-D

9. Which option is used to change color of shadow, text color and box in Power Point

- a) Color schemes
- b) Drawing tools
- c) Text tools
- d) Background

Ans-A

10. How you can stop the slide show.

- a) Pressing the Delete button.
- b) Pressing the Esc button.
- c) Pressing Right arrow.
- d) Pressing Left arrow.

Ans-B

11. The task pane shows the design that is currently being used in the presentation.

- a) slide show
- b) slide style
- c) slide design
- d) slide format

Ans-C

12. How to insert a table in a slide.

- a) Table menu & insert table
- b) Click on the insert table in the blank content of the blank slide.
- c) Both a and b.
- d) Table can not be inserted into the slide.

Ans-B

13. What is the use of "Hide slide" option?

- a) To hide the selected slide during the presentation.
- b) To hide the selected slide during editing.
- c) To hide the selected slide during printing.
- d) To hide the selected slide during Deleting.

Ans-A

14. Handout is defined by Master.

- a) Slide formatting
- b) Slide transaction
- c) Layout of handout
- d) Layout of slide

Ans-C

15. Which of these Slide is used as background?

- a) Gradient
- b) Texture
- c) Picture
- d) All of these

Ans-D



16. The Ctrl + E command is used in the power point.

- a) To make text in the left
- b) To make Text Right
- c) To make text in the center
- d) All these.

Ans-C

17. Ellipse Motion is a Predefined

- a) Design Template
- b) Color Scheme
- c) Animation Scheme
- d) None of these.

Ans-C

18. How many slides can be printed on the same page by using the handout.

- a) 1
- b) 6
- c) 9
- d) All these.

Ans-D

19. Which Power Point feature will you use to apply motion effect to different slides?

- a) slide transition
- b) slide Design
- c) Animation object
- d) Animation Scheme

Ans-A

20. Which option is used to set a custom timing for any slide in Presentation.

- a) Slider timings
- b) slide transition
- c) Rehearsal
- d) Slide Show Setup

Ans-B

21. Which one of the tabs will you use if you just want to see the text in the slide.

- a) Task pane
- b) Thumbnails
- c) Outline
- d) Tool bar

Ans-C

22. If you want to change the order of slides, you will use which view option.

- a) Normal View
- b) slide sorter view
- c) Notes page view
- d) Slide show view

Ans-B

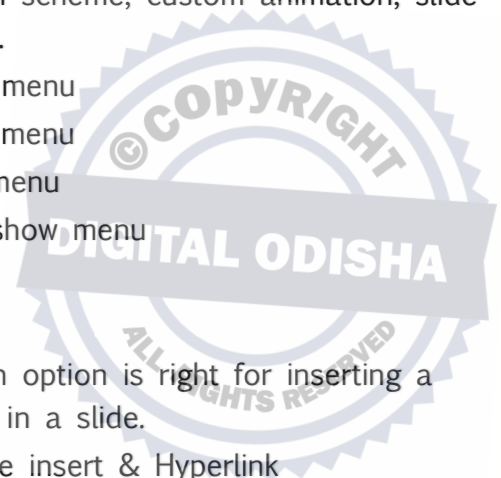
23. Which menu contains an option like Animation scheme, custom animation, slide transition.

- a) insert menu
- b) Tools menu
- c) View menu
- d) slide show menu

Ans-D

24. Which option is right for inserting a hyperlink in a slide.

- a) Choose insert & Hyperlink
- b) Press Ctrl + K



c) Hyperlink can not be inserted into the slide.

d) Both a and b.

Ans-D

25. The slide sorter in the power point is in the menu.

a) Insert

b) View

c) File

d) Edit

Ans-B

26. What happens to "apply design templates"?

a) Change the content of the slide.

b) Adds the functionality of the slide.

c) Change the look of the slide without any changes in the content of the slide.

d) None of these.

Ans-C

27. A pre-made style that can be used for presentation in Power Point is called.

a) Auto style

b) Wizard

c) Templates

d) Pre Formatting

Ans-C

28. In a presentation, the Animation scheme can be applied in which slide.

a) All slides

b) Selected slide

c) Current slide

d) All of these

Ans-D

29. Which of these keys will you press to check spelling.

a) F3

b) F5

c) F7

d) F9

Ans-C

30. There are several types of layouts in the power point.

a) 4

b) 5

c) 6

d) None of these

Ans-A

31. Slide is the command to recolor a picture.

a) Insert - Picture - Recolor

b) Tools - Picture - Recolor

c) Format - Picture - Recolor

d) Edit - Picture - Recolor

Ans-A

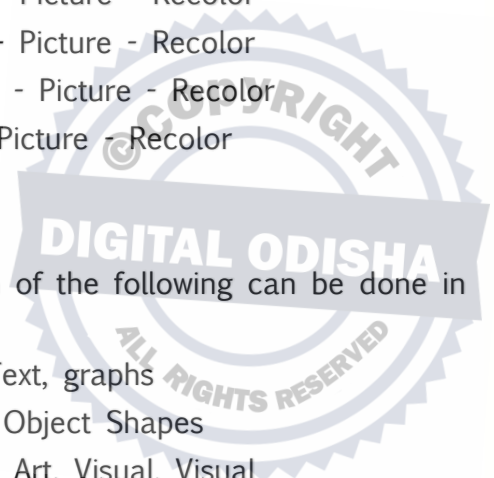
32. Which of the following can be done in a slide?

a) Title, Text, graphs

b) Drawn Object Shapes

c) Clipart, Art, Visual, Visual

d) None of these.



Ans-D

33. What is animation.

- a) Painting
- b) Speed up static images
- c) Print out
- d) Change the pictures in the graph

Ans-B

34. What is the key to the Slide Show shortcut

- a) F4
- b) F5
- c) F6
- d) F7

Ans-B

35. Which orientation is set in the default page setup in the power point.

- a) Landscape
- b) Portrait
- c) Vertical
- d) None of these

Ans-A

36. Which feature will you use to apply the motion effect for Exit and Enter of the slide?

- a) Animation Scheme
- b) Slide Design
- c) Animation Objects
- d) Slide Transition

Ans-D

37. Which file format can add to power point show

- a) WAV
- b) JPG
- c) MPEG
- d) All of these

Ans-D

38. Which tab is not on the leftpan when you open the presentation

- a) Notes
- b) Outline
- c) Slides
- d) All are available

Ans-A

39. Which section does not exist in slide layout

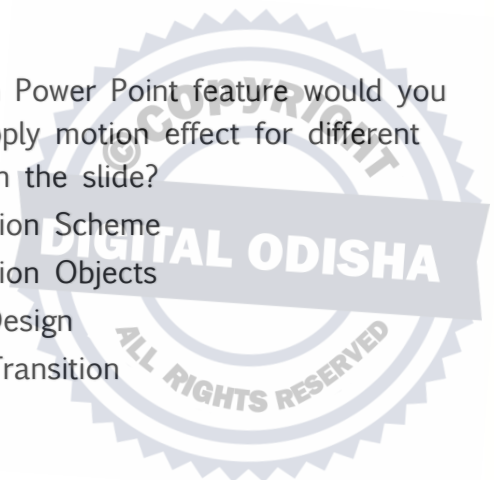
- a) Animations
- b) Lists
- c) Titles
- d) Charts

Ans-A

40. Which Power Point feature would you use to apply motion effect for different objects on the slide?

- a) Animation Scheme
- b) Animation Objects
- c) Slide Design
- d) Slide Transition

Ans-A



41. Which of the following is the action button in the power point

- a) Home
- b) Help
- c) End
- d) All of these

Ans-D

42. Which option is used to rehearse the presentation in the power point

- a) Setup time
- b) Timing
- c) Rehearse Timing
- d) All of these

Ans-C

43. From _____, we can open the pre-presentation Presentation.

- a) CTRL + A
- b) CTRL + O
- c) CTRL + N
- d) CTRL + L

Ans-B

44. Which of these options is used to make uniform formatting in every slide in PowerPoint.

- a) Slide Transition
- b) Slide Design
- c) Slide Master
- d. All of the above

Ans-C

45. How to Stop the Slide Show in Power Point

- a) Press the right arrow
- b) Press Escape
- c) Press Ctrl + A
- d) Press Ctrl + S

Ans-B

46. The page to create Presentation in Power Point is called ____.

- a) Sheet
- b) Paper
- c) Slide
- d) Document

Ans-C

47. How the chart is inserted in presentation in PowerPoint

- a) Edit -> Chart
- b) Insert -> Pictures -> Chart
- c) Insert -> Chart
- d) View -> Chart

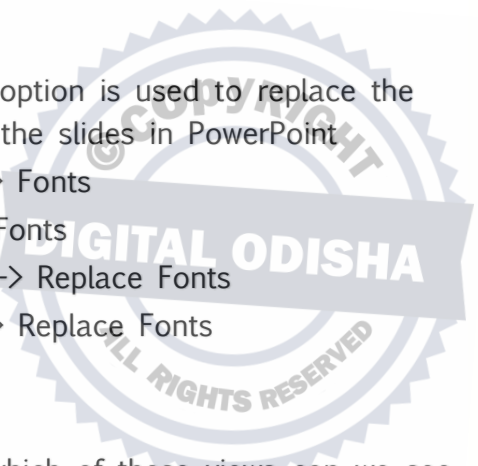
Ans-C

48. Which option is used to replace the font in all the slides in PowerPoint

- a) Tools -> Fonts
- b) Edit -> Fonts
- c) Format -> Replace Fonts
- d) Tools -> Replace Fonts

Ans-C

49. From which of these views can we see all the slides together



- a) Through slide sorter view
- b) Through slide view
- c) Through general view
- d) through slide show

Ans-A

50. Which toolbar is the option of Slide Design in MS POWERPOINT?

- a) Standard Toolbar
- b) Formatting toolbar
- c) Drawing Toolbar
- d) None of these

Ans-B

51. Which of these powerpoint is not visible.

- a) Slide Show view
- b) Slide view
- c) Presentation view
- d) Outline view

Ans-D

52. What is Slide Transition?

- a) Overhead
- b) letters
- c) A special effect which is used to introduced the slide in the slide show
- d) How to delete slide.

Ans-C

53. Which power point will you use to apply motion effect to different slides?

- a) slide transition
- b) slide Design

- c) Animation object
- d) Animation Scheme

Ans-D

54. You can use this option to set a custom timing for a slide in a presentation.

- a) Slider timings
- b) Slider timer
- c) Rehearsal
- d) Slide Show Setup

Ans-C

55. How can you put the chart in a Presentation?

- a) Edit - Chart
- b) Insert - Picture - Chart
- c) Insert - Chart
- d) View - Chart

Ans-B

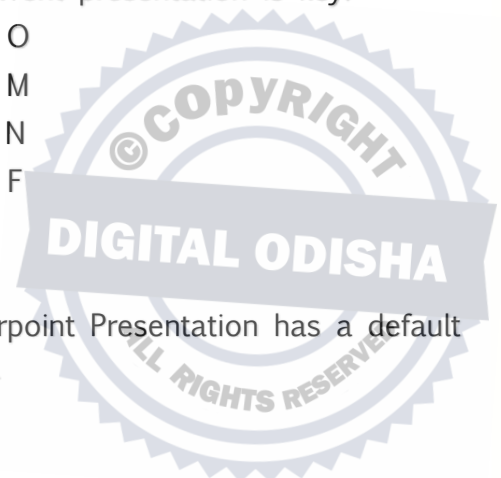
56. The shortcut key to insert a new slide in the current presentation is key.

- a) Ctrl + O
- b) Ctrl + M
- c) Ctrl + N
- d) Ctrl + F

Ans-B

57. Powerpoint Presentation has a default Extention.

- a) .PPO
- b) .PPT
- c) .PPP



d) .PPE

Ans-B

58. Which of these views is used to make Speaker Notes for the slide in Power Point.

- a) Slide Note
- b) Short Notes
- c) Sound Note
- d) Notes View

Ans-D

59. Which of the following power point gives shadow, title text and boxes color changing?

- a) Color schemes
- b) Drawing tools
- c) Text tools
- d) Background

Ans-A

60. How you can stop slide show.

- a) Pressing the Delete button.
- b) Pressing the Esc button.
- c) Pressing Right arrow.
- d) Pressing Left arrow.

Ans-B

61. The task pane shows the design that is currently being used in the presentation.

- a) slide show
- b) slide style
- c) slide design

d) slide format

Ans-C

62. How to insert a table in a slide.

- a) table menu - insert table
- b) In the content pane of blank slide, click on the insert slide.
- c) A And b. Both
- d) Table can not be inserted into a slide.

Ans-C

63. What is the use of 'Hide slide' option?

- a) To hide the selected slide during the presentation.
- b) To hide the selected slide during editing.
- c) To hide the selected slide during printing.
- d) To hide the selected slide during Deleting.

Ans-A

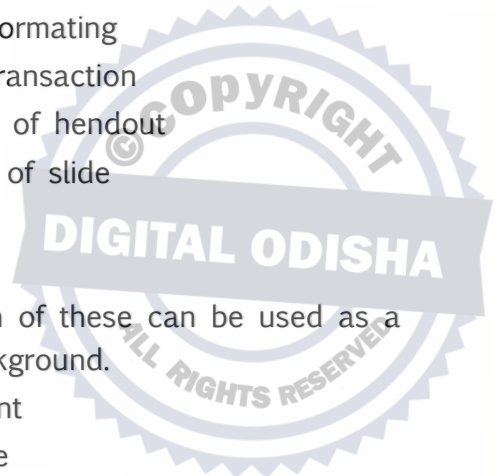
64. Hendout is defined by Master.

- a) Slide formating
- b) slide transaction
- c) Layout of hendout
- d) layout of slide

Ans-C

65. Which of these can be used as a slide background.

- a) Gradient
- b) Taxture
- c) Picture



d) All of these

Ans-D

66. PowerPoint uses the Ctrl + E command.

- a) To make text in the left
- b) To make Text Right
- c) To make text in the center
- d) All of these

Ans-C

67. Ellipse Motion is a predefined

- a) Design Template
- b) Color Scheme
- c) Animation Scheme
- d) None of these

Ans-C

68. How many slides can be printed on the same page by using Handout.

- a) 1
- b) 6
- c) 9
- d) All of these

Ans-D

69. If you want to see the cable text of the slide, which of these tabs will you use.

- a) Task pane
- b) Thumbnails
- c) Outline
- d) Tool bar

Ans-C

70. If you want to change the order of the slides, which of these views will you use.

- a) Normal View
- b) slide sorter view
- c) Notes page view
- d) Slide show view

Ans-B

71. Which of these menus gives you the convenience of Animation scheme, custom animation, slide transition.

- a) insert menu
- b) Tools menu
- c) format menu
- d) slide show menu

Ans-D

72. Which option is right for inserting a hyperlink in a slide.

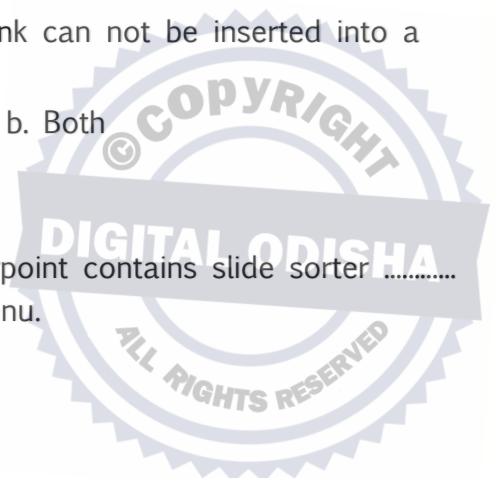
- a) Choos insert - Hyperlink
- b) Press Ctrl + K
- c) Hyperlink can not be inserted into a slide
- d) A And b. Both

Ans-D

73. Powerpoint contains slide sorter in the menu.

- a) Insert
- b) View
- c) File
- d) Edit

Ans-B



74. What happens to "apply design templates"?

- a) Change the content of the slide
- b) Adds the functionality of the slide
- c) Change the look of the slide without any changes in the contents of the slide
- d) None of these

Ans-C

75. File created in readymade style, which can be used for presentation in PowerPoint, is called.

- a) Autostyle
- b) Wizard
- c) Templates
- d) Pre Formatting

Ans-C

76. In a presentation, the animation scheme is Can be implemented in the slide.

- a) All slides
- b) Selected slide
- c) Current slide
- d) All of these

Ans-D

77. Which of these keys would you press to check spelling.

- a) F3
- b) F5
- c) F7
- d) F9

Ans-C

78. Powerpoint Used as a container for text and graphics.

- a) slide master
- b) Table
- c) Placeholder
- d) Text Box

Ans-D

79. Slide is the command to recolor any picture.

- a) Insert - Picture - Recolor
- b) Tools - Picture - Recolor
- c) Format - Picture - Recolor
- d) Edit - Picture - Recolor

Ans-C

80. Which of the following can be an option in a slide.

- a) Title, Text, graphs
- b) Drawn, Object, Shapes
- c) Clipart, Art, Visual, Visual
- d) None of these

Ans-D

81. MS Power Points are used.

- a) For the presentation
- b) For database
- c) For programming
- d) For accounting

Ans-A

82. ----- Provides a ready-to-use picture.

- a) Word Art



- b) Clip Art
- c) Smart Art
- d) Auto-shape

Ans-B

83. How to run slideshow, these are the tools to control ----- in the tab.

- a) Design
- b) Slide Show
- c) View
- d) Review

Ans-B

84. The tab is used to use animation in the slide.

- a) Animation
- b) Design
- c) Home
- d) All of above (All of Above)

Ans-A

85. The use of MS Power Points is

- a) In writing letter
- b) In data management
- c) In analysis tasks
- d) In the functions of presentation

Ans-D

86. When the cursor position is done at pointer -----, then its shape is hand-like.

- a) Hyperlink
- b) Screen Tip
- c) Spelling Error
- d) Error formatting error

Ans-A

87. - Command is used to display the presentation made in Power Point on the screen.

- a) View Show
- b) Slide view
- c) Custom View
- d) Slide Show

Ans-B

88. To set the time of each slide ----- Command is used.

- a) Time Get
- b) Rehears Timing
- c) Time
- d) A and B

Ans-B

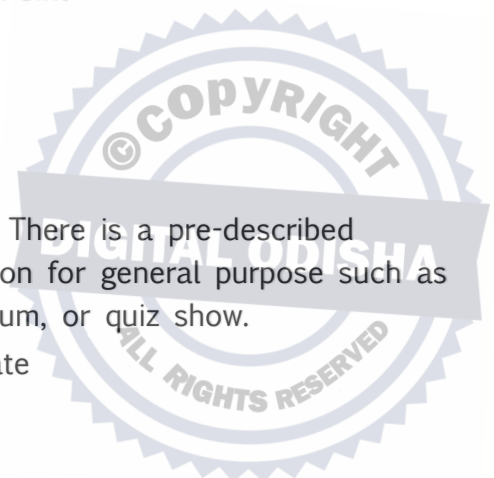
89. Presentation / slides can be prepared by following.

- a) Excel
- b) Power Point
- c) Access
- d) Word

Ans-B

90. ----- There is a pre-described presentation for general purpose such as photo album, or quiz show.

- a) Template
- b) Table
- c) Slide
- d) Chart



Ans-A

91. If you have multiple slides in your presentation, using ----- you can easily view all of your slides and make changes in its locations.

- a) Normal View
- b) Slide Sorter View
- c) Slide Show view
- d) Notes Page

Ans-B

92. The set is the function of the command.

- a) Type of performance
- b) Slides of slides
- c) the way of the slides
- d. All of the above

Ans-D

93. Power point is a powerful medium of presentation.

- a) True (True)
- b) False

Ans-A

94. With the help of which tab we can give the effect of displaying slides on the screen.

- a) Animation
- b) Transaction
- c) Slide Show
- d) None of the above (None of Above)

Ans-B

95. We can not put videos in our presentation.

- a) True (True)
- b) False

Ans-B

96. What effects are there in the animation tab?

- a) Fade
- b) Box
- c) Fly in
- d) All of above (All of Above)

Ans-D

97. By what power can the slides made in power point print as white, and colorful transparencies.

- a) Overhead Transparency
- b) Color
- c) Black and White
- d) All of above (All of Above)

Ans-A

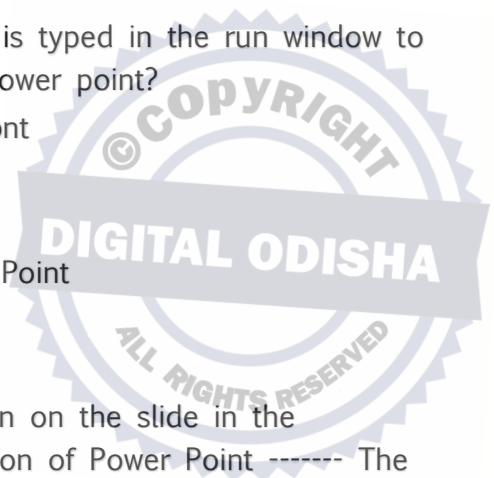
98. What is typed in the run window to run the power point?

- a) Powerpnt
- b) Power
- c) ppt
- d) Power Point

Ans-A

99. Written on the slide in the presentation of Power Point ----- The text can be drawn.

- a) Paper Print Out



- b) Handout
- c) Outline
- d) Web Presentation

Ans-C

100. Which of the following points are not in power point?

- a) Slide Sorter
- b) Reading
- c) Normal
- d) Document

Ans-D

101. Which dialog boxes are displayed on screen when the power point is loaded?

- a) Load
- b) Power Point
- c) Start
- d) TaskPan

Ans-D

102. The number of current and total slides is displayed.

- a) Count Bar
- b) Status Bar
- c) Current Bar
- d) All of above (All of Above)

Ans-B

103. Slideshow shortcuts are -----.

- a) F5
- b) F3
- c) F7
- d) F1

Ans-A

104. ----- Graphical information and views are considered.

- a) Word Art
- b) clip art
- c) Smart Art
- d) Autosshare

Ans-B

105. Shortcut to duplicate the object.

- a) Ctrl + C
- b) Ctrl + P
- c) Ctrl + D
- d) Ctrl + M

Ans-D

106. Where speaker notes are present

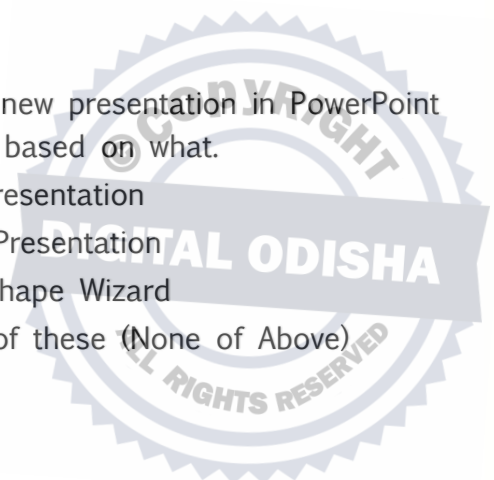
- a) Under the slide
- b) Above the slide
- c) Full page
- d) None of these

Ans-A

107. The new presentation in PowerPoint is always based on what.

- a) New Presentation
- b) Blank Presentation
- c) Auto Shape Wizard
- d) None of these (None of Above)

Ans-B



108. ----- The actual slide shows present on the entire computer, like the presentation.

- a) Slide Sorter
- b) Slide Show view
- c) Notes Page View
- d) Normal View

Ans-A

109. New slides can be added to power point presentation with the combination of keys.

- a) Ctrl + X
- b) Ctrl + N
- c) Ctrl + M
- d) Ctrl + Z

Ans-C

110. How to run slideshow are in the control tool ----- tab.

- a) Design
- b) Slideshow
- c) Review
- d) View

Ans-B

111. In Microsoft PowerPoint 2007 the files are stored with file ----- extensions.

- a) .PHD
- b) .BMP
- c) .DOCX
- d) .PPTX

Ans-D

112. Displays a ----- icon which contains the commonly used command (such as Save, Undo and Redu).

- a) Home button
- b) Ribbon
- c) Quick Access Toolbar
- d) Office Button

Ans-C

113. Which Command Power Point Presentation and various files related to it are copied simultaneously to any floppy and hard disk.

- a) Send-To
- b) Package for CD
- c) Orientation
- d) None of these (None of Above)

Ans-B

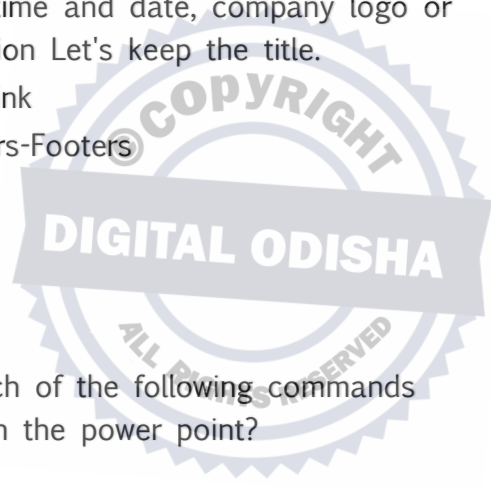
114. Use of ----- in Presentation Graphics, handouts in the presentation or on the Notes page or at the bottom of the slide, hand out or notes page, such as slide, number, time and date, company logo or presentation Let's keep the title.

- a) Hyperlink
- b) Headers-Footers
- c) Charts
- d) Table

Ans-B

115. Which of the following commands are not in the power point?

- a) Save
- b) Save Workpage



- c) Save-AS
- d) Save-As Webpage

Ans-B

116. Which pages are changed from Settlement Commands.

- a) Paper Size
- b) Paper Height
- c) Orientation
- d) All of above (All of Above)

Ans-D

117. What is the default name of the file created in Power Point?

- a) Book
- b) Document
- c) Presentation
- d) Untitle

Ans-C

118. Which view shows the small pictures of the slide.

- a) Slide Sorter
- b) Normal
- c) Slide Show
- d) Outline

Ans-A

119. To use animation in a slide, the tab is used.

- a) Animation
- b) Design
- c) Home
- d) All of Above

Ans-A

120. The name of the file created in the power point is known as.

- a) Presentation
- b) Document
- c) Worksheet
- d) All of Above

Ans-A

121. The command is used to run the slides.

- a) Run
- b) Slide Show
- c) Show
- d) Run Slide

Ans-B

122. ----- Tab contains basic formatting tools.

- a) Design
- b) View
- c) Home
- d) Insert

Ans-C

123. - Command is used to paste the content of the clipboard into a special format.

- a) Paste
- b) Paste-As Hyperlink
- c) Hyperlink
- d) Paste Spacial

Ans-D



124. The second copy of the chosen object can be prepared with the help of which command.

- a) Copy
- b) Move
- c) Cut
- d) Duplicate

Ans-D

125. ----- The main editing view.

- a) Slide Sorter
- b) Slide Show
- c) Notes Page
- d) Normal

Ans-D

126. Which of the following is not a font style?

- a) Bold
- b) Super Script
- c) Italic
- d) Regular

Ans-D

127. What kind of slide can be removed by the delete command?

- a) All Slide
- b) Current Slide
- c) Previous Slide
- d) None of these (None of Above)

Ans-B

128. You can change the presentation view by clicking on the buttons displayed in the ----- at the bottom of the screen.

- a) Title Bar
- b) Menu Bar
- c) Status Bar
- d) Tool bar

Ans-C

129. This command comes in to make some changes in the object brought from any other software.

- a) Object
- b) Change
- c) Convert
- d) Link

Ans-A

130. The note page of the current slide is displayed by the command.

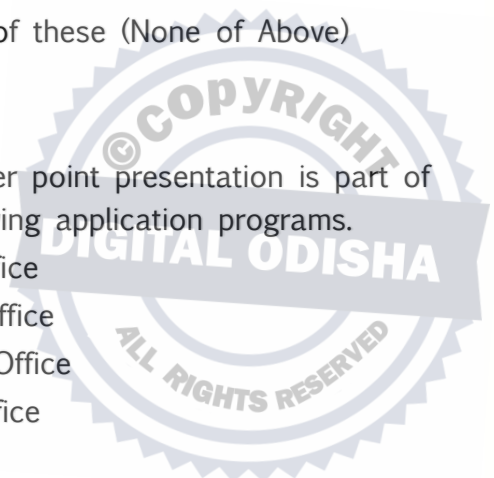
- a) Notes Page
- b) New Page
- c) Note New
- d) None of these (None of Above)

Ans-A

131. Power point presentation is part of the following application programs.

- a) Lip Office
- b) Star Office
- c) Open Office
- d) MS Office

Ans-D



132. Editing type and formatting of the slide can be done in the key view.

- a) Master (Master)
- b) Normal
- c) Slide Sorter
- d) All of above (All of Above)

Ans-B

133. Guidance is the work of command.

- a) Show the Horizontal Guide
- b) Show Vertical Guide
- c) Hiding guides
- d. All of the above

Ans-D

134. ----- General purpose such as photo albums or quiz shows are a pre-described presentation.

- a) Chart
- b) Table
- c) Slide
- d) Template

Ans-D

135. When you move your mouse over the sizing handle, it is like a pointer -----.

- a) plus sign
- b) Two-headed arrow
- c) Four-edged arrow
- d) Round Arrow

Ans-B

136. How are the ruler slides displayed?

- a) Top (Top)

b) Bottom

c) Top and Left

d) Top and Right

Ans-C

137. Which command is used to insert a new slide in the present presentation.

- a) Insert
- b) New Slide
- c) New
- d) None of these (None of Above)

Ans-A

138. What can be inserted in the presentation by the Slide Form Command?

- a) File
- b) Text
- c) Graph
- d) None of these (None of Above)

Ans-A

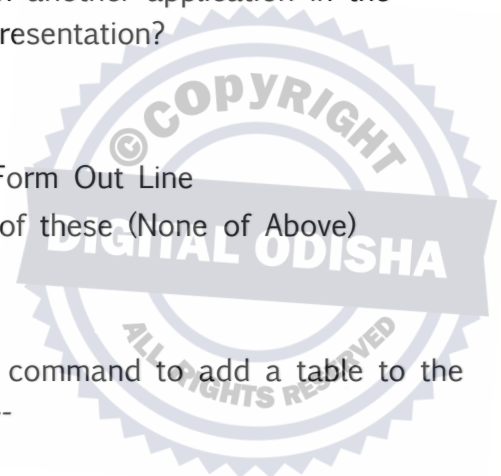
139. What is the command to insert a file created in another application in the current presentation?

- a) Slide
- b) Insert
- c) Slide Form Out Line
- d) None of these (None of Above)

Ans-C

140. The command to add a table to the slide -----

- a) Table
- b) New Table



- c) Insert Table
- d) All of above (All of Above)

Ans-A

141. ----- Command is the command to open, save, print and close the file.

- a) Office Button
- b) View tab
- c) Review Tab
- d) None of these (None of Above)

Ans-A

142. To change the character format of the selected text ----- Command is used.

- a) Format
- b) Font
- c) Spelling
- d) Change Case

Ans-B

143. Which of the following are the elements of the alignment.

- a) Left, Right (Left, Right)
- b) Center, Justify
- c) Top, Bottom
- d) Both A and B

Ans-D

144. ----- There are synonyms that can be used to find synonyms.

- a) Translation (Synonyms)
- b) Spelling
- c) Research
- d) Thesaurus

Ans-D

145. Who is the command to change the layout in the slide.

- a) Layout
- b) Background
- c) Slide Layout
- d) All of above (All of Above)

Ans-A

146. This command changes the style and color of the outline of the selected picture and the color filled in it.

- a) Color
- b) Line
- c) Color and Line
- d) Background

Ans-C

147. PowerPoint is a part of which program.

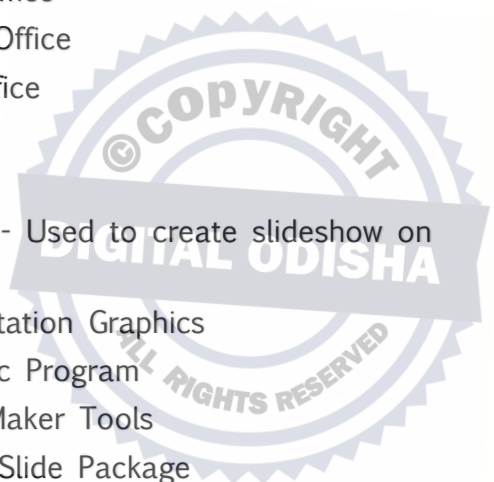
- a) Lip Office
- b) Star Office
- c) Open Office
- d) MS Office

Ans-D

148. ----- Used to create slideshow on computer.

- a) Presentation Graphics
- b) Analytic Program
- c) Slide Maker Tools
- d) Super Slide Package

Ans-A



149. ----- A special slide, which controls the format and format of the title and text for all the slides in the presentation.

- a) Slide
- b) Menu
- c) Master (Master)
- d) All of above (All of Above)

Ans-C

150. Which of the following commands is used to organize the space between the lines?

- a) Line
- b) Paragraph
- c) Line Spacing
- d) None of these (None of Above)

Ans-C

151. Design of slides in PowerPoint ----- are made by tabs.

- a) File
- b) Home
- c) Animation
- d) Design

Ans-D

152. To change a font with another font - ----- Command is used.

- a) Font
- b) Replace Font
- c) Both A and B
- d) None of these (None of Above)

Ans-C

154. The size of the presentation created in the command power point, arranges according to the size of the present window.

- a) Fit to window
- b) Fit to File
- c) Fit to File
- d) Fit to Power Point

Ans-C

155. Which commands automatically fix the text written in the slide.

- a) AutoFormat
- b) Auto Correct
- c) Correct
- d) Change Case

Ans-B

156. Each page in power point is called -- ----

- a) Worksheet
- b) Text Page
- c) Slide
- d) Presentation

Ans-C

157. If you have multiple slides in your presentation, using ----- you can easily view all your slides and make changes in their places.

- a) Normal View
- b) Slide Sorter View
- c) Slide Show view
- d) Notes Page View



Ans-B

158. ----- General purpose such as photo album or quiz show is a predefined presentation.

- a) Chart
- b) Table
- c) Slide
- d) Template

Ans-D

159. ----- There are details about a file that helps in identifying it.

- a) Desktop Properties
- b) Windows Properties
- c) Properties
- d) Document properties

Ans-D

160. The main editing points are.

- a) Slide Sorter View
- b) Normal View
- c) Slide Show view Slide Show View)
- d) Notes Page View

Ans-B

161. There are basic formatting tools in the tabs -----.

- a) Design
- b) View
- c) Insert
- d) Home

Ans-D

162. The presentation of Power Point consists of a shortcut to add a pattern slide.

- a) Ctrl + X
- b) Ctrl + N
- c) Ctrl + M
- d) Ctrl + Z

Ans-C

163. "Clip" can be a single media file that includes art, sound, animation or movies.

- a) True (True)
- b) False

164. Next to the selected rectangle, the edge and the "Sizing handle" are used to balance the size of the placeholder.

- a) True (True)
- b) False

Ans-A

165. To open the previously saved file, click on the ribbon and select "Open".

- a) True (True)
- b) False

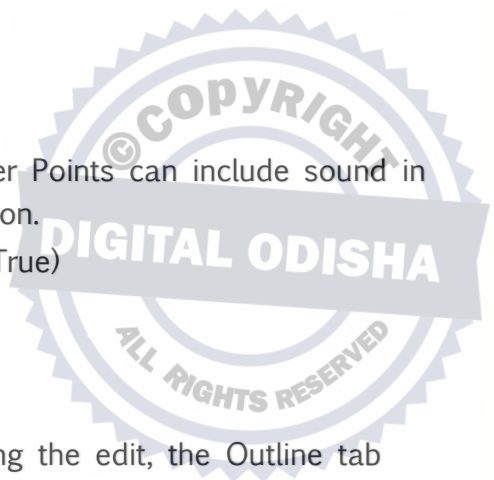
Ans-B

166. Power Points can include sound in presentation.

- a) True (True)
- b) False

Ans-A

167. During the edit, the Outline tab shows your slides as a thumbnail-sized picture.



- a) True (True)
- b) False

Ans-B

168. In the PowerPoint, there are tools for slide design in the Insert tab.

- a) True (True)
- b) False

Ans-B

169. There are office buttons displaying instructions for opening, saving, printing and closing the file.

- a) True (True)
- b) False

Ans-A

170. The "Outline" tab shows you the arrangement of elements such as slide text, photo tables, charts and movies.

- a) True (True)
- b) False

Ans-A

171. Which file format is not added in PowerPoint?

- a) JPEG
- b) HTML
- c) GIF
- d) WAV

Ans-B

172. Adding special effects to slide presentation is called -----.

- a) Effect

- b) Custom Animation
- c) Transaction
- d) Present Animation

Ans-C

173. Your files in the Microsoft PowerPoint 2010 program are stored in the ----- extension.

- a) .PDS (.psd)
- b) .RTF (.RTF_
- c) .PPTX
- d) .DOCX

Ans-C

175. Each presentation in Graphics Presentation Programs is divided into -----

.

- a) Chart
- b) Slides
- c) Table
- d) Picture (Picture)

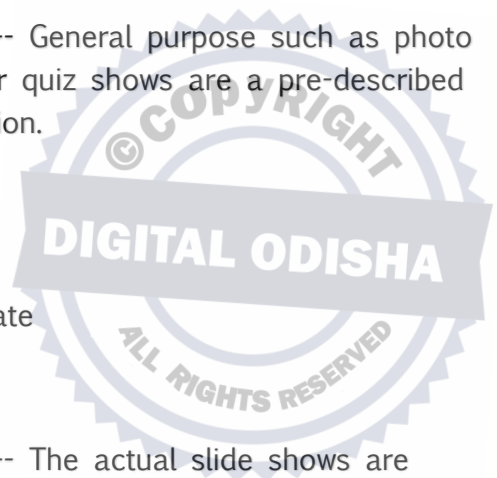
Ans-D

176. ----- General purpose such as photo albums or quiz shows are a pre-described presentation.

- a) Chart
- b) Table
- c) Slide
- d) Template

Ans-D

177. ----- The actual slide shows are seen on the entire computer screen, like the presentation.



- a) Slide Sorter View
- b) Normal View
- c) Slide Show view
- d) Notes Page

Ans-A

178. Any of the following packages are used for slide presentation.

- a) MS Word
- b) MS Excel
- c) Ms PowerPoint
- d) Ms Access

Ans-C

179. ----- There is a link between another document or other website from the current document.

- a) HiLink
- b) Hypolink
- c) Linkage
- d) Hyperlink

Ans-D

180. Review is a way of looking at a presentation.

- a) True (True)
- b) False

Ans-B

181. To preview the presentation as a web page, you need to add web page preview command to the button ribbon.

- a) True (True)
- b) False

Ans-B

182. To see the preview of your slide in the window on the screen, click on the Quick Access toolbar and select the print preview.

- a) True (True)
- b) False

Ans-B

183. Slide layouts display text arrangements on table elements such as table charts and films.

- a) True (True)
- b) False

Ans-A

184. Outline tabs show your slides in the form of thumbnail size pictures during the edit.

- a) True (True)
- b) False

Ans-B

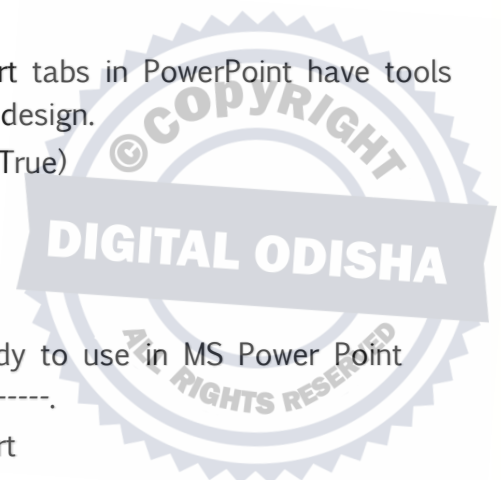
185. Insert tabs in PowerPoint have tools for slide design.

- a) True (True)
- b) False

Ans-B

186. Ready to use in MS Power Point means -----.

- a) Clip Art
- b) Word Art
- c) Smart Art



d) Smart Clip

Ans-B

187. PowerPoint Presentation is a part of the following application program.

- a) Lip Office
- b) Star Office
- c) Open Office
- d) MS Office

Ans-D

188. - graphic is a visual presentation of your information and thoughts.

- a) Word Art
- b) Clip Art
- c) plus sign (+)
- d) None of these

Ans-B

189. ----- is used to create slideshow on computer.

- a) Presentation Graphics
- b) Analytical Development Program
- c) Super Slide Package
- d) Slide maker tools

Ans-A

190. Power point presentation is very easy to use and to present a presentation of any subject matter.

- a) Correct
- b) Wrong

Ans-A

191. PowerPoint has an animation of the content of the build effect slide.

- a) Correct
- b) Wrong

Ans-A

192. Scale to fit paper checks this box to print slides with outer frame.

- a) Correct
- b) Wrong

Ans-A

193. Sizing handles on the edge are used only to balance height and width.

- a) Correct
- b) Wrong

Ans-A

194. Animation provides special scenes or sound effects for your slides.

- a) Correct
- b) Wrong

Ans-A

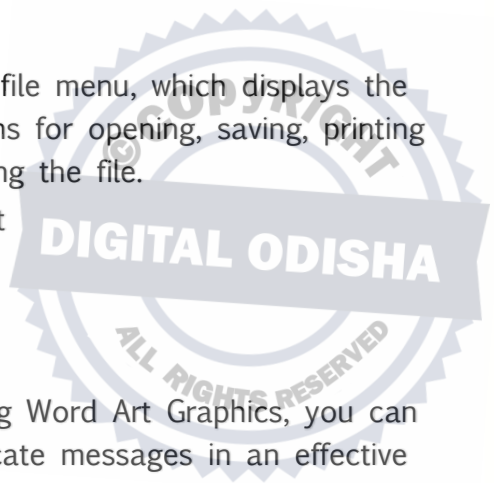
195. The file menu, which displays the instructions for opening, saving, printing and closing the file.

- a) Correct
- b) Wrong

Ans-A

196. Using Word Art Graphics, you can communicate messages in an effective and easy manner.

- a) Correct



b) Wrong

Ans-B

197. Every time a script is clicked in the document, it can be replaced by the new text.

a) Correct

b) Wrong

Ans-A

198. Side and rectangle of the rectangle, along the edge and sizing handle, are used to balance the size of the placeholder.

a) Correct

b) Wrong

Ans-A

199. We can include sound clips in PowerPoint presentation.

a) Correct

b) Wrong

Ans-A

200. When you start PowerPoint, you see a blank presentation in the Normal View named Presentation 1.

a) Correct

b) Wrong

Ans-A

201. Short keys are used to find an existing power point presentation.

a) Ctrl + O

b) Ctrl + P

c) Ctrl + R

d) Shift + Ctrl + N

Ans-A

202. A brief key is used for using the current slide as a slide show.

a) Shift + F5

b) Ctrl + Shift + F5

c) Ctrl + F5

d) None of the above

Ans-A

203. Power point can be used in presentation -----.

a) Hyperlink

b) Smart Art

c) Clip Art

d) All of above (All of Above)

Ans-D

204. Speakers are used to listen to sound and music.

a) Curtains

b) Paid

c) Both A and B

d) None of the above

Ans-A

205. We can see such power points.

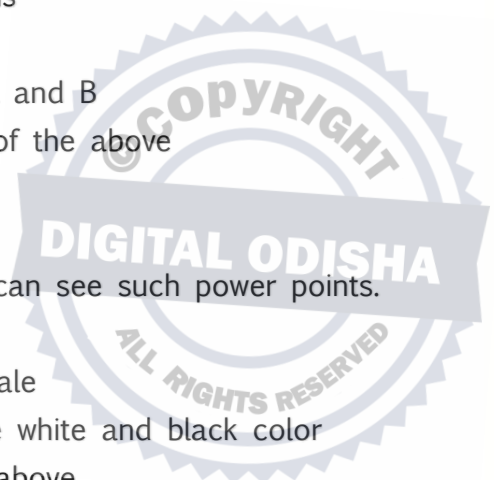
a) Color

b) Grayscale

c) in pure white and black color

d) All of above

Ans-D



206. Which file formats can not be added in PowerPoint display.

- a) .jpeg
- b) .html
- c) .gif
- d) .wav

Ans-B

207. New slides can be added to power point presentation by combining the keys.

- a) Ctrl + X
- b) Ctrl + N
- c) Ctrl + M
- d) Ctrl + Z

Ans-C

208. Ready to use in MS PowerPoint means -----.

- a) clip art
- b) Word Art
- c) Smart Art
- d) Smart Clip

Ans-A

209. Which of the following are the presentation software?

- a) PowerPoint
- b) MS Excel
- c) Paint Brush
- d) MS Word

Ans-A

210. The small image of each slide is shown in the following form in MS Power Point 2010.

- a) Normal View
- b) Outline View
- c) Slide Sorter View
- d) Slide Show View

Ans-C

211. What is the use of a shortcut to see slide shows in MS Power Point 2010.

- a) F2
- b) F5
- c) F7
- d) F9

Ans-B

212. The slideshow shows the following.

- a) MS Word
- b) MS Excel
- c) MS PowerPoint
- d) MS Access

Ans-C

213. There are an alignment of a master slide.

- a) Background
- b) Logo
- c) Font
- d) All of above

Ans-D



214. Which of the following animation can be applied on text in MS PowerPoint 2010?

- a) Desolu
- b) Flying
- c) Laser Text
- d) All of above (All of Above)

Ans-D

215. Which of the following do not happen in Power Point?

- a) Normal View
- b) Slide Show View
- c) Print Layout View
- d) Slide Sorter View

Ans-C

216. What is the name of Bai Default by a presentation made in MS Power Point?

- a) SHW-1
- b) Slide-1
- c) Presentation-1
- d) None of the above (None of Above)

Ans-C

217. MS Power Point 2010 is used in what work.

- a) Presentation
- b) Database
- c) Account
- d) Programming

Ans-A

218. Which shortcut is used to go to the first slide in MS Power Point.

- a) Ctrl + End
- b) Ctrl + Home
- c) Shift + Home
- d) Shift + End

Ans-B

219. Slide layout command comes under which tab?

- a) Insert Tab
- b) Format Tab
- c) Tool Tab
- d) View Tab

Ans-A

220. Which animation is used to rotate a shape or picture.

- a) Spain (Spane)
- b) Color Plus
- c) Zoom
- d) None of these (None of Above)

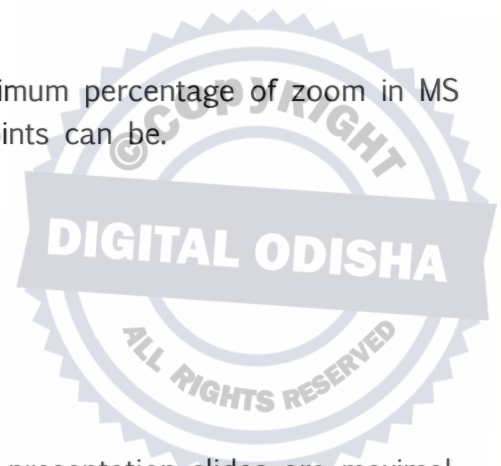
Ans-A

221. Maximum percentage of zoom in MS Power Points can be.

- a) 100
- b) 200
- c) 400
- d) 500

Ans-C

222. The presentation slides are maximal size of the text.



- a) 72
- b) 82
- c) 96
- d) 90

Ans-C

223. There is no type of sound in the presentation slide.

- a) Camera
- b) Size
- c) Clock
- d) Review

Ans-D

224. The slide ends when the keys are pressed.

- a) Esc Key
- b) Shift key
- c) Alt + M
- d) Control + F4 (Ctrl + F4)

Ans-A

225. ----- Tab contains basic formatting tools.

- a) Home
- b) Insert
- c) View
- d) Page Layout

Ans-A

226. You can change the presentation view by clicking on the displayed button on the ----- at the bottom of the screen.

- a) Title Bar

- b) Menu Bar
- c) Tool Bar
- d) Status Bar

Ans-D

227. MS Power Points.

- a) GUI
- b) CUI
- c) AUI
- d) RBI

Ans-A

228. In the table, the option to display a picture in any slide is in which tab.

- a) Insert Tab
- b) Home Tab
- c) Animation Tab
- d) Design Tab

Ans-A

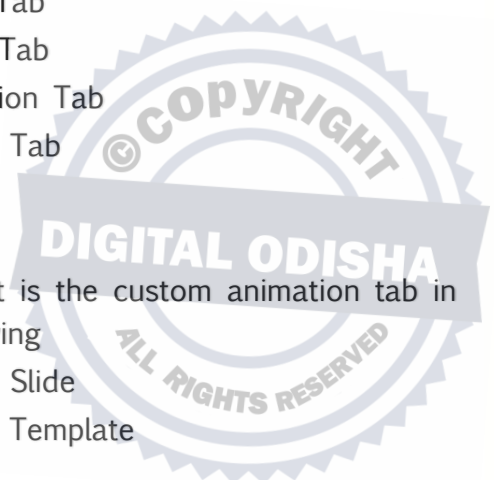
229. Which tables can make sound inserts in PowerPoint?

- a) Insert Tab
- b) Home Tab
- c) Animation Tab
- d) Design Tab

Ans-C

230. What is the custom animation tab in the following

- a) Master Slide
- b) Design Template
- c) Intrans
- d) Transition



Ans-D

231. ----- The actual slideshow is seen on the entire computer screen, like the presentation.

- a) Slide Sorter View
- b) Normal View
- c) Slide Show view
- d) Notes Page

Ans-C

232. To save your presentation-

- a) You select the service by clicking on the office button
- b) You use the keyboard shortcut control (Ctrl) + S (S)
- c) Both A and B
- d) None of these

Ans-C

233. Which of the following packages are used for slide presentation.

- a) MS Word
- b) MS Excel
- c) MS PowerPoint
- d) MS Access

Ans-C

234. ----- There is a link between one document from another document or other website.

- a) Hylink
- b) Hypolink
- c) Linked
- d) Hyperlink

Ans-D

235. You can change the presentation view by clicking on the displayed button on the tab ----- at the bottom of the screen.

- a) Title Bar
- b) Menu Bar
- c) Tool Bar
- d) Status Bar

Ans-D

236. How to run slideshow are in the control tools ----- tab.

- a) Design
- b) Slide Show
- c) View
- d) Review

Ans-B

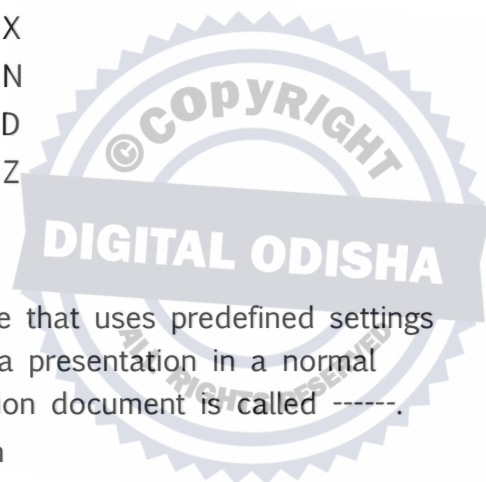
237. What are the keys used to add the duplicate slide to the presentation of PowerPoint?

- a) Ctrl + X
- b) Ctrl + N
- c) Ctrl + D
- d) Ctrl + Z

Ans-AC

238. A file that uses predefined settings to make a presentation in a normal presentation document is called -----.

- a) Pattern
- b) Model
- c) Template



d) Blue print

Ans-C

239. 'Ready-to-use' means'----- 'in MS Power Point.

- a) Clip Art
- b) Word Art
- c) Smart Art
- d) Smart Clip

Ans-B

240. What is the default extension of file of 'MS Power Point 2010'?

- a) .PPT (.PPT)
- b) .PPTX
- c) .PPS (.PPX)
- d) .pp3x

Ans-B

241. To put a special effect on slide presentation, say -----.

- a) Effect
- b) Custom Animation
- c) Transition
- d) Present Animation

Ans-B

242. Which of the following packages are used for slide presentation?

- a) MS Word
- b) MS Excel
- c) MS PowerPoint
- d) MS Access

Ans-C

243. In the Microsoft PowerPoint 2010 program, you are stored in the file ----- Extensions.

- a) .PDS (.psd)
- b) .RTF
- c) .PPTX
- d) .DOXIX

Ans-C

244. ----- A special slide, which controls the format and format of the title and text for all the slides in the presentation.

- a) Home Slide
- b) Master Slide
- c) Both A and B (Both)
- d) None of these

Ans-B

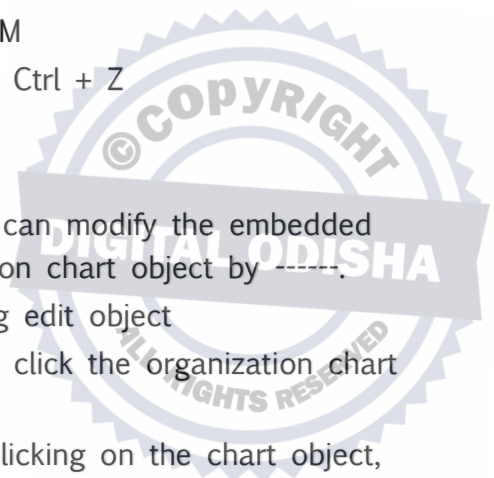
245. Abbreviated keys are used to insert hyperlinks into power point presentations.

- a) Ctrl + K
- b) Ctrl + J
- c) Ctrl + M
- d) Shift + Ctrl + Z

Ans-A

246. You can modify the embedded organization chart object by -----.

- a) Clicking edit object
- b) Double click the organization chart object
- c) Right clicking on the chart object, clicking on MS-Organization chart object
- d) a and b both



Ans-D

247. What is the meaning of moving the left mouse button and rotating it on the slide?

- a) Highlighting
- b) Dragging
- c) Selecting
- d) Moving

Ans-B

248. Ctrl + G is used for -----

- a) Grids and Guides
- b) Group Object
- c) Both a and b
- d) None

Ans-A

249. How do you make a uniform appearance by adding back ground images to all the slides.

- a) Create a template
- b) Edit the slide master
- c) Use the autocorrect wizard
- d) All of the above

Ans-B

250. How do you create a Speaker note page that displays the slider, related notes, and your company's logo on each page.

- a) Edit the notes and add your company logs.
- b) Edit the slide master and insert your company logo and notes pane

- c) Edit the handout master to include your company logo and one slide per page with additional note space
- d) All of the above

Ans-A

251. Which option on custom animation task pane allows you to apply the custom or preset motion part.

- a) Add effect
- b) Emphasis
- c) Animate Now
- d) All of the above

Ans-A

252. What term do you use to change the direction of the face in the clip art.

- a) Group
- b) Flip
- c) Rotate
- d) All of the above

Ans-C

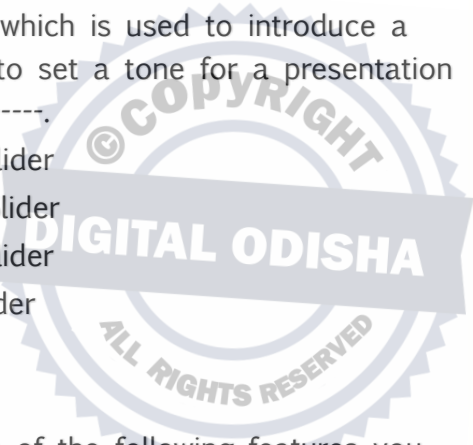
253. Slide which is used to introduce a topic and to set a tone for a presentation is called -----.

- a) Table Slider
- b) Graph Slider
- c) Bullet Slider
- d) Title slider

Ans-D

254. Which of the following features you use when writing in the Notes text box?

- a) Slider Show



- b) Insert
- c) Slider Master
- d) Zoom

Ans-B

255. Which option allows you to select Line, Curve, Freeform or Scribble tools.

- a) Create effect
- b) Insert motion path
- c) Draw custom path
- d) All of the above

Ans-C

256. Which one of the following should be used when you want to add new Slide to a present Presentation.

- a) File, Add a new slide
- b) Insert, new slide
- c) File Open
- d) File, New

Ans-B

257. Size of Organization Chart Object -

- a) Is determined by the presentation
- b) Is determined by the PowerPoint
- c) Is depend on the amount of text within the organization chart
- d) b and c

Ans-D

258. Which of the following is the default page setup Orientation of Slide in PowerPoint.

- a) Vertical

- b) Landscape
- c) Portrait
- d) None of the above

Ans-B

259. To run the slideshow of PowerPoint photo album continuously-

- a) Use Random Slide transitions
- b) Launch an online broadcast
- c) Loop continuously
- d) All of the above

Ans-D

260. What do you know by Handout Master?

- a) Slide Formatting
- b) Layout of audience handout notes
- c) Handout content formatting for Microsoft word export
- d) All of above

Ans-B

261. Which of the following tools makes you fit to add text to a slide without using Standard Placeholders?

- a) Text tool box
- b) Line tool
- c) Drawing tool
- d) Auto shapes tool

Ans-A

262. In Notes Master View, how do you transform the font size of the text of all the notes in a presentation.

- a) Modify the slide design

- b) Modify the notes master layout
- c) Modify the text inside the body placeholder
- d) All of the above

Ans-C

263. Automatically, on each slide, you want people in the same position. Insert it on -----.

- a) Handout Master
- b) Notes Master
- c) Slide Master
- d) All of the above

Ans-C

264. Which of the following views are best for use when setting transition effects for all the slides in a Presentation.

- a) Slide Sorter view
- b) Notes pages view
- c) Slide view
- d) Outline view

Ans-A

265. On the slide, the object that holds the text - is called -----.

- a) Placeholders
- b) Object Holder
- c) Auto Layout
- d) Text Holders

Ans-A

266. Which of the following provides a means of printing out feature with small slides on the printing page.

- a) Slide With Animation
- b) Outline view
- c) Notes page
- d) Audience handout

Ans-D

267. Which Command brings you to the first slide in your presentation.

- a) Next Slide Button
- b) Page Up
- c) Ctrl / Home
- d) Ctrl + End

Ans-C

268. ----- With Outlook, there is an online search that provides information on the subject.

- a) Bing
- b) Google
- c) Outlook Help
- d) Yahoo!

Ans-C

269. How can you restore the deleted footer place holder in the master view?

- a) Create a new slide master
- b) Re-apply the footer placeholder
- c) Re-apply the slide layout
- d) All of the above

Ans-A



270. Which of the following can you use to add time to the slide in a Presentation.

- a) Slide show menu
- b) Rehearse timings button
- c) Slide transition button
- d) All of the above

Ans-B

271. To select all the boxes of an organization chart-

- a) Clicking and editing select all
- b) Right click the chart background and then click select all
- c) Press and hold
- d) All of above

Ans-C

272. ----- You can show the shortcut menu during the side show.

- a) Clicking on the formatting toolbar
- b) Right clicking the current side
- c) Clicking on the current slide
- d) a and b

Ans-B

273. You can customize items by changing----- in Outlook.

- a) Look
- b) Appearance
- c) Interface
- d) View

Ans-D

274. To modify the text with the box of an organization chart,

- a) Select the box and text, then make changes
- b) Choose from the box
- c) Highlight the text, then make the changes
- d) a and b both

Ans-A

275. Who among the following allows you to select more than one slide in Presentation?

- a) Alt + Click each slide
- b) Shift + drag every slide
- c) Shift + click each slide
- d) Ctrl + click each slide

Ans-C

276. View which shows Slides as a miniature representation of slides in presentation, called -----.

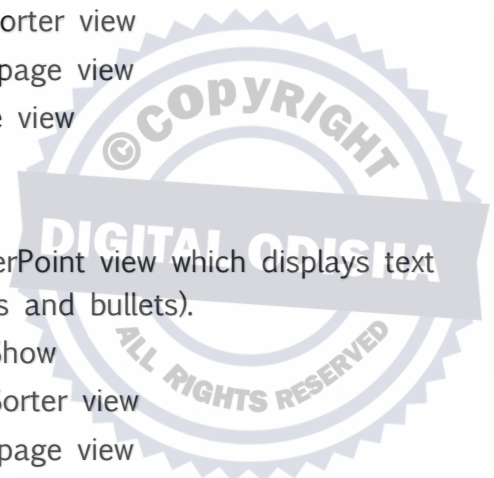
- a) Slide show
- b) Slide sorter view
- c) Notes page view
- d) Outline view

Ans-B

277. PowerPoint view which displays text only (titles and bullets).

- a) Slide Show
- b) Slide Sorter view
- c) Notes page view
- d) Outline view

Ans-D



279. Which of the following Presentation elements can you modify using Slide Master?

- a) Slide comments
- b) Slide transitions
- c) Speaker note font and color
- d) All of the above

Ans-B

280. Which of the following provides a printed copy of your presentation.

- a) Outline
- b) Sparker notes
- c) Audience handouts
- d) All of the above

Ans-C

281. In the Slide Show option available to the presentation, all of the following except -----.

- a) Transitions command
- b) Speaker notes command
- c) Meeting reminder command
- d) Navigation command

Ans-A

282. Regulating slide formatting and layout in presentation designs is usually called.

- a) Design plates
- b) Templates
- c) Placeholders
- d) Blueprints

Ans-B

283. Which of the following is used for printing alone slide or full presentation?

- a) Help
- b) The Print Button
- c) Print
- d) Recent

Ans-C

284. To add header or footer to your handout, you can use it.

- a) The title master
- b) The slide master
- c) The handout master
- d) All of the above

Ans-C

285. Which of the following does not advertise slides in Slide Show view?

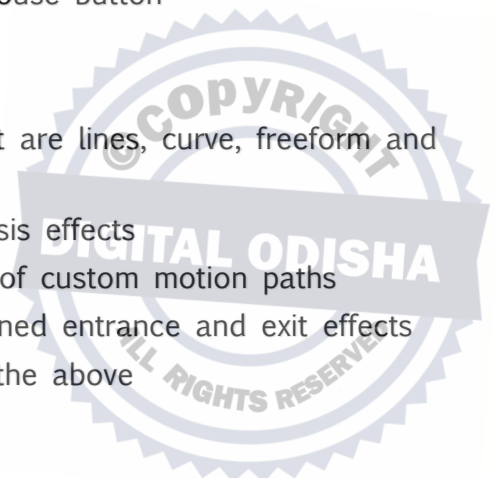
- a) Esc key
- b) The spacebar
- c) The enter key
- d) The mouse button

Ans-A

286. What are lines, curve, freeform and scribble?

- a) Emphasis effects
- b) Types of custom motion paths
- c) Predefined entrance and exit effects
- d) All of the above

Ans-B



287. Can record comments on the presentation that they wrote and 7 when they were added. What is automatic way in PowerPoint 2003?

- a) Use online collaboration
- b) Use comments
- c) Use the notes page
- d) All of the above

Ans-A

288. Use Microsoft PowerPoint to see all the slides on one screen in one order.

- a) View, slide sorter
- b) View, slide
- c) View, master
- d) View, slide show

Ans-A

289. What is the best place to find the movie for your PowerPoint 2002 Presentation

- a) Microsoft online
- b) Word clipart
- c) PowerPoint tools and ins
- d) All of the above

Ans-B

290. What is the easy way to implement Varied Animation for testing on slides?

- a) Apply effects in the custom animation text pane
- b) Apply an animation scheme
- c) Customize bullets with animated clipart
- d) All of above

Ans-B

291. What are Cells.

- a) The intersection of a
- b) An input box
- c) A rectangular marker
- d) All of the above

Ans-A

292. Which of the following illustrates the best Serifs?

- a) Serifs on letters help to differentiate between similar looking letter
- b) Serifs fonts are best for viewing text at a distance
- c) Serifs are fine cross strokes that appear at the bottom and top of a letter
- d) Serifs

Ans-C

293. When you want to resize an object while keeping the center parallel, then which of the following should be used with the mouse?

- a) The space bar
- b) The alt key
- c) The ctrl key
- d) The shift key

Ans-C

294. When you want to make a Perfect Shape, which of the following should be used with the mouse.

- a) The spacebar
- b) The alt key
- c) The ctrl key



d) The shift key

Ans-D

295. What happens if you leave the mouse click before Shift while creating a class.

- a) The square will not be a perfect square
- b) The square will not be the center of the slide
- c) The square will be small
- d) The square will be larger

Ans-A

296. Which part of the chart shows the value entering the datasheet.

- a) The little area
- b) The legend
- c) The y-axis
- d) The x-axis

Ans-C

297. Regarding modifying a chart, you can do it.

- a) Triple click
- b) Click and drag
- c) Double click the chart object
- d) Click the chart objects

Ans-C

298. When a picture is selected, it displays which of the following.

- a) Two corner handles
- b) Six middle handles
- c) Eight sizing handles

d) Six boxes

Ans-C

299. The maximum zooming percentage in Microsoft PowerPoint is -----.

- a) 100%
- b) 200%
- c) 400%
- d) 500%

Ans-C

300. PowerPoint 2000 ----- Keeps retained.

- a) 3
- b) 4
- c) 5
- d) 6

Ans-A

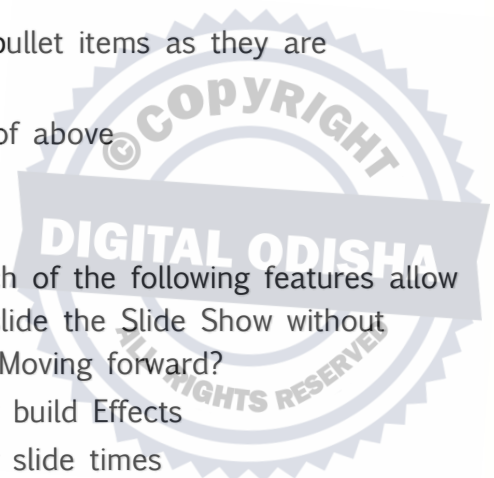
301. Animation effects provide permission.

- a) Add clip art images to your slides
- b) Create a custom transition to the next slide
- c) Show bullet items as they are discussed
- d) None of above

Ans-C

302. Which of the following features allow Slide to slide the Slide Show without Manually Moving forward?

- a) Adding build Effects
- b) Setting slide times
- c) Adding transitions



d) All of these

Ans-B

303. Animation schemes in Presentation may apply to -----.

- a) All slides
- b) Select slides
- c) Current slide
- d) All of the above

Ans-D

304. Which of the following features allows you to select more than one Slide Sorter view?

- a) Alt + Click each slide
- b) Shift + drag every slide
- c) Shift + Click each slide
- d) Ctrl + click each slide

Ans-C

305. One thing that allows you to do the Common tasks button

- a) Apply
- b) Insert a new slide
- c) Choose a new layout
- d) All of above

Ans-D

306. A good design is determined by -----.

- a) Credibility
- b) Readability
- c) First Impression
- d) All of the above

Ans-D

307. What would you do if you want to give a presentation template different from the second slide, from the presentation?

- a) Select the slides thumbnails in that section, and apply different color scheme.
- b) Select the slide thumbnails in that section and apply a different design template.
- c) Select one of the slide in the section you want to change, customize the fonts and colors, and use the format painter tool to apply those styles to the sections in the other slides.
- d) All of the above

Ans-B

308. Line Spacing Shows

- a) The space between the lines of text
- b) The height of the line
- c) The length of the line
- d) a and c

Ans-A

309. Which of the following uses spelling and grammar's feature to show incorrect Spelling.

- a) The wrong word appears in
- b) The wrong word has a wavy red line under it
- c) The wrong word appears italicized
- d) The wrong word appears bold

Ans-B

310. Keeps placeholders for all of the following.

- a) Slide number
- b) Title
- c) Footer
- d) Header

Ans-D

311. How to set the fraction of transpensions in a shape appearing in the background of the slide.

- a) Use #D style 4 button on the drawing toolbar
- b) Use the toolbar
- c) Use the transparency slider in the format auto-shapes dialog box
- d) All of above

Ans-B

312. Which pane displays the contents of the selected item in the outlook.

- a) People pane
- b) Folder pane
- c) Navigation pane
- d) Reading pane

Ans-D

313. The Microsoft clip gallery allows you to

- a) Add art
- b) Spell check your presentation
- c) Add image to a slide or slide
- d) Add slide to a presentation

Ans-C

314. What commands are selected when all the objects are selected to be deleted?

- a) Alt + a
- b) Ctrl + a
- c) Edit, select all
- d) Both b & c

Ans-D

315. To adjust the width of the column's column, you -

- a) Click table menu Column width, then make adjustments
- b) Drag the vertical gridline between two columns
- c) Drag the column markers
- d) Both b & c

Ans-D

316. You will add a new row to the table.

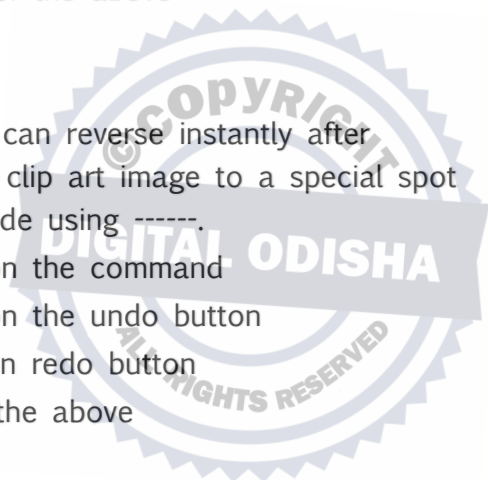
- a) Click on the insert rows
- b) Press the enter key
- c) The standard toolbar
- d) None of the above

Ans-D

317. You can reverse instantly after moving a clip art image to a special spot on the slide using -----.

- a) Click on the command
- b) Click on the undo button
- c) Click on redo button
- d) All of the above

Ans-B



318. You can modify an embedded table object by -----.

- a) Clicking the edit
- b) Double click the table object
- c) Right click the table object, then clicking edit document on the edit menu
- d) All of above

Ans-D

319. The Outlook interface is made up of different -----.

- a) Tabs
- b) Groupings

- c) Windows
- d) Panes

Ans-D

320. Which of the pan switches between Mail, Calendar, People and Task?

- a) People pane
- b) Folder pane
- c) Navigation pane
- d) Reading pane

Ans-C

MS EXCESS RELATED ALL QUESTION DISCUSS

1. What is MS Excess ?

- a) RDBMS
- b) OODBMS
- c) ORDBMS
- d) Network Database Model

Ans-A

2. Key key is used to make the field unique

- a) Primary key
- b) Foreign key
- c) Index of
- d) Composite key

Ans-A

3. How can the table be made of the following?

- a) By Design View

- b) by data sheet view
- c) By Wizard
- d) All of the above

Ans-D

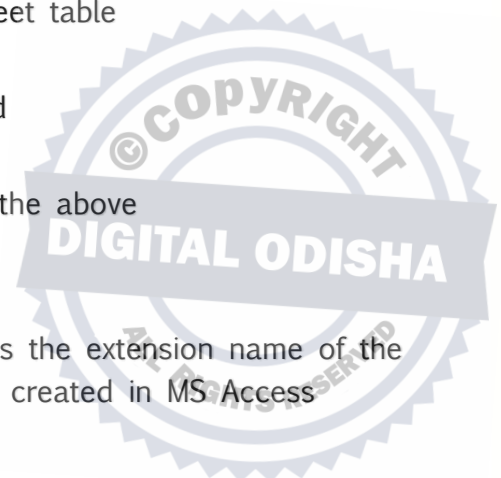
4. What is the category of information in a Datasheet table

- a) Tupal
- b) Record
- c) field
- d. All of the above

Ans-D

5. What is the extension name of the database created in MS Access

- a) .mdb
- b) .mad
- c) .doc



d) None of these

Ans-A

6. Which of the following is not Datasheet object

a) Table

b) query

c) Relationships

d) Report

Ans-C

7. What is D.B.M.S

a) Database Management System

b) database manager system

c) Data Management System

d) None of these

Ans-A

8. Records

a) Cry

b) column

c) Row and column set

d) None of these

Ans-A

9. Relation model is related

a) Data Structure and Data Integrity

b) Data manipulation

c) Both a and b

d) None of these

Ans-B

10. Which of the following are examples of network databases

a) Oracle

b) Ingress

c) IDMS

d) None of these

Ans-C

11. Hierarchical Data Model

a) Partially ordered

b) Totally ordered

c) not ordered

d) None of these

Ans-B

12. Overall design of the database is called

a) Database screen

b) Database Structure

c) Database View

d) None of these

Ans-B

13. Boyce-codd is Normal Form

a) 1NF

b) 2NF

c) 3NF

d) 4NF

Ans-C

14. The first form of normalization is

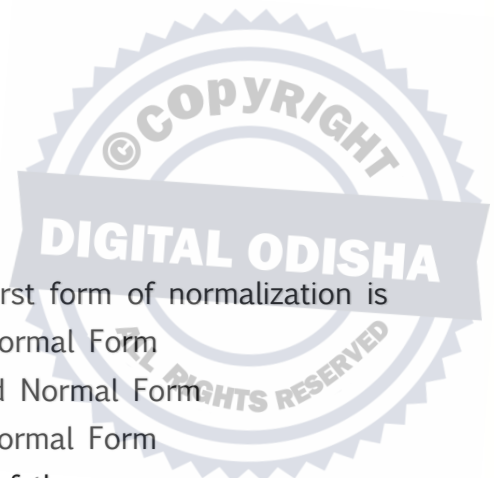
a) First Normal Form

b) Second Normal Form

c) Fifth Normal Form

d) None of these

Ans-A



15. Functional Dependency

- a) First Normal Form
- b) Second Normal Form
- c) Third Normal Form
- d) Fourth Normal Form

Ans-D

16. All items of data items are called set of values

- a) Domain
- b) Tuple
- c) Attribute
- d) None of these

Ans-C

17. File is a collection of all related

- a) Database
- b) Records
- c) Fields
- d) File

Ans-B

18. A field is called a field in a table

- a) Database
- b) Attribute
- c) Tuple
- d) Data

Ans-D

19. Which of the DBMS packages is not available

- a) Database
- b) Records

c) Fields

d) File

Ans-B

20. Max number of character can store data in Text Data Type

- a) 50
- b) 255
- c) 256
- d) 56

Ans-C

21. Text Type Data Type is used

- a) To store text
- b) To store the number
- c) for both a and b
- d) None of these

Ans-C

22. The filter has an option

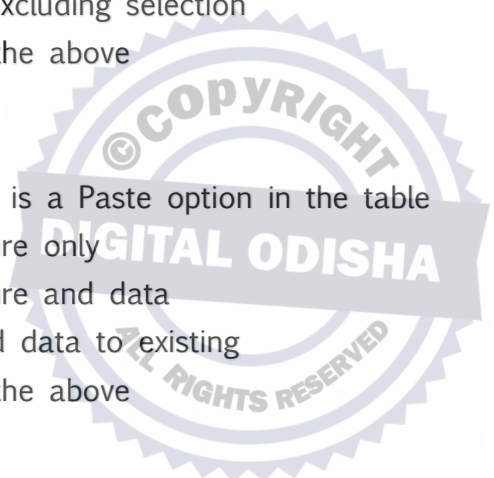
- a) Filter by form
- b) Filter by selection
- c) Filter excluding selection
- d. All of the above

Ans-D

23. There is a Paste option in the table

- a) Structure only
- b) Structure and data
- c) Append data to existing
- d. All of the above

Ans-D



324. How Table Can Be Created in MSACCESS

- a) 3
- b) 2
- c) 4
- d) 1

Ans-A

25. Which option is used to find any record from a field in Particular table

- a) Find and replace
- b) search record
- c) Go to
- d) None of these

Ans-A

26. What are the types of data types in MS Acces

- a) 10
- b) 5
- c) 8
- d) 7

Ans-A

27. Why MEMO Data Type is Used

- a) For Long Discription
- b) Currency value to store
- c) Numerical value to store
- d) None of these

Ans-A

28. The maximum number of characters in a table can be named in the table.

- a) 64

b) 32

c) 52

d) 11

Ans-A

29 What type of data is named to store logical value in table in MS ACCESS

- a) True / False
- b) Yes / No
- c) On / Off
- d) None of these

Ans-B

30. Which of the following types of data is used to insert objects of voice, images, word, excel etc. or link to the project?

- a) Hyerlink
- b) OLE
- c) Text
- d) Number

Ans-B

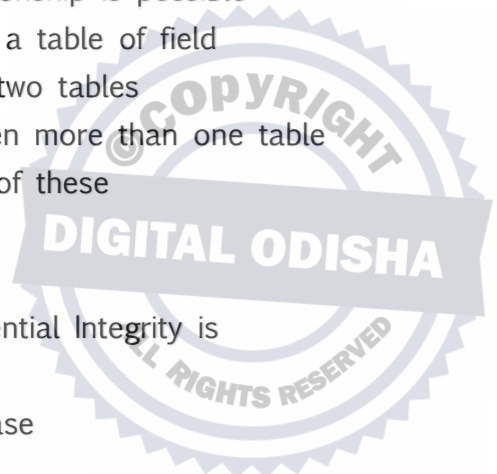
31. Relationship is possible

- a) Within a table of field
- b) Small two tables
- c) Between more than one table
- d) None of these

Ans-C

32 Referential Integrity is

- a) Table
- b) Database
- c) Query
- d. All of the above



Ans-C

33. Queries create

- a) Filter by
- b) From the table
- c) Both A and B
- d) None of these

Ans-C

34. AND OR operation is specified

- a) In field
- b) In Criteria
- c) sort in
- d) None of these

Ans-B

35. Operation in relationship

- a) Define relationships
- b) Save relationship
- c) Delete relationship
- d. All of the above

Ans-D

36. Why Append Query Is Used

- a) To copy a table data to another table
- b) To delete the query
- c) To Save Query
- d) To Query Update

Ans-A

37. Why Find duplicate record query

- a) To Delete Duplicate Record
- b) Duplicate record to find
- c) To Update Duplicate Record

d) To create a query

Ans-B

38. Which query is used to view Unmatched Record in Table or Query

- a) append query
- b) find duplicate query
- c) find unmatched
- d) update query

Ans-C

39 Why is cross tab query used

- a) To analyze data
- b) To Update Record
- c) To delete Record
- d) duplicate record to search

Ans-A

40. What is the most commonly used query

- a) select query
- b) action query
- c) crosstab query
- d) sql query

Ans-A

41 The form has the following form

- a) Datasheet
- b) Justify
- c) Tabular
- d. All of the above

Ans-D



42. Which of the following is the form property

- a) Format
- b) Event
- c) Data
- d. All of the above

Ans-D

43. Use the list box control

- a) Single selection
- b) For the multiple list
- c) for editing
- d) None of these

Ans-B

44 Combo box design is

- a) In Table
- b) In query
- c) In Form
- d. All of the above

Ans-C

45 Sub form happens

- a) Current form with second form
- b) Separately another form
- c) Table form
- d) None of these

Ans-A

46. How many types of forms are available in MS Access

- a) 2
- b) 4
- c) 5

d) 6

Ans-B

47. Why combo box is used

- a) For selection of multiple values
- b) To enter data
- c) Selects the value from the dropdown list
- d) for single selection

Ans-C

48. Why check box is used

- a) for multiple selection
- b) for single selection
- c) for text add
- d) None of these

Ans-A

49 Header footer in form can be inserted through which menu

- a) insert menu
- b) view menu
- c) tool menu
- d) format menu

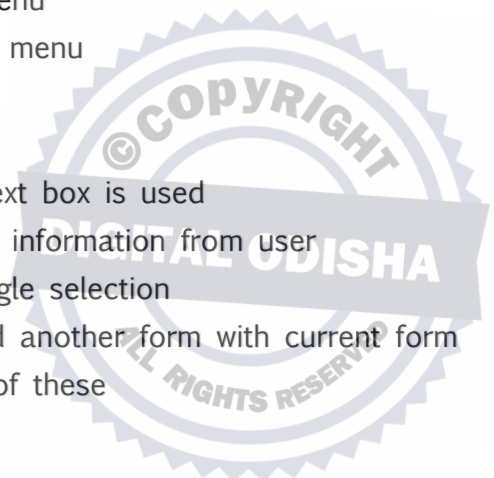
Ans-B

50 The text box is used

- a) To get information from user
- b) for single selection
- c) To add another form with current form
- d) None of these

Ans-A

51 Turns on on or off of Group Header



- a) Group Header
- b) Group footer
- c) Group interval
- d) Group on

Ans-A

52. Each value has a prefix character

- a) Text
- b) Date / Time
- c) Auto Number
- d) Number

Ans-A

53 Reports are types

- a) Columnar
- b) Tabular
- c) Both a and b
- d) None of these

Ans-C

54 Report which shows the information of the same table

- a) multi table report
- b) single table report
- c) mailing lable
- d) None of these

Ans-B

55 Report is the steps to make

- a) Lay out
- b) Reporting
- c) Print the Report
- d. All of the above

Ans-D

56 why is the report used

- a) To show results
- b) To input data
- c) To organize data
- d. All of the above

Ans-A

57 Which one is in a general report.

- a) Report Header
- b) Report Footer
- c) Detail
- d. All of the above

Ans-D

58 One report shows that the caption is shown

- a) Report window title bar
- b) In the task bar
- c) in report header
- d) Report footer

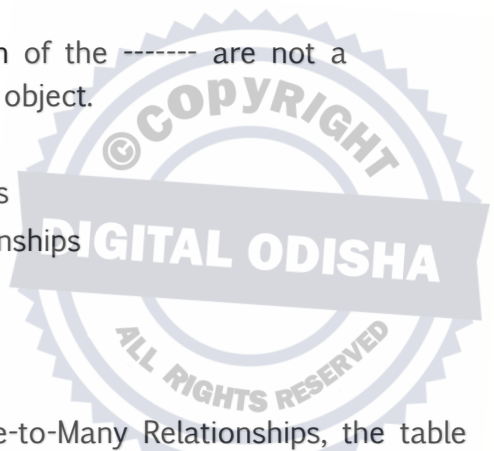
Ans-A

59 Which of the ----- are not a database object.

- a) Tables
- b) Queries
- c) Relationships
- d) Report

Ans-C

60 In One-to-Many Relationships, the table in 'One' Side is called ----- and is called ----- in the 'Many' side.



- a) Child, Parent
- b) Parent Child
- c) Brother, Sister
- d) Father, Son

Ans-B

61. The third stage in designing a database is when we analyze our tables more closely and create a ----- between Tables.

- a) Relationship
- b) Join
- c) Query
- d) None of These

Ans-B

62. Command File of Access File which is displayed when you open or open the MS Access database file.

- a) Database Window
- b) Query Window
- c) Design View Window
- d) Switchboard

Ans-A

63. A database language that relates to the definition of the entire database structure and schema.

- a) DCL
- b) DML
- c) DDL
- d) All Of Above

Ans-A

64. Which of the following is not the object of Microsoft Access's database?

- a) Table
- b) Form
- c) Worksheet
- d) Modules

Ans-C

65 The ----- button of the tool box displays the data of the relatable table.

- a) Sub From Sub Report
- b) Relationship
- c) Select Object
- d) More Controls

Ans-C

66. Expression Builder is an Axis tool that interprets the expression ----- for the expression being entered.

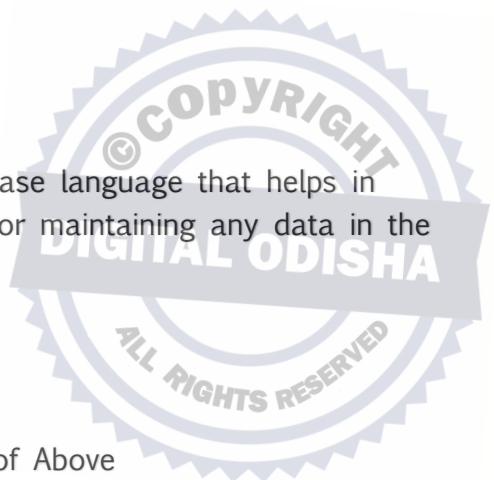
- a) Table
- b) Box
- c) Cell
- d) Palette

Ans-A

67. Database language that helps in accessing or maintaining any data in the database.

- a) DCL
- b) DML
- c) DDL
- d) None of Above

Ans-B



68. Referential Integrity is the meaning of

- a) Do not enter a value in the primary key of the parent table if that value does not exist.
- b) Do not enter
- c) Both a & b
- d) None of above

Ans-B

69. What is the use of Shift + F10?

- a) Show Context Menu
- b) Open the Zoom Box
- c) Check Spelling
- d) None of above

Ans-A

70 A search value can be an eXject value or -----.

- a) Logical Operator
- b) Relationship
- c) Wild card character
- d) Comparison operator

Ans-A

71. It is a sign or symbol that gives the result by the values.

- a) Operator
- b
- c) Expression

d) None of the above

Ans-C

72. What are the differences between open and open exclusively?

- a) Open statement opens access database files and open exclusively opens files of other programs like oracle
- b) Open exclusive locks whole database so that no one can access it while open locks only the record that is being accessed
- c) Both Open and open exclusively are same
- d) Open unique command does not exist in ms access

Ans-A

73. Alt + F8 ----- are used for.

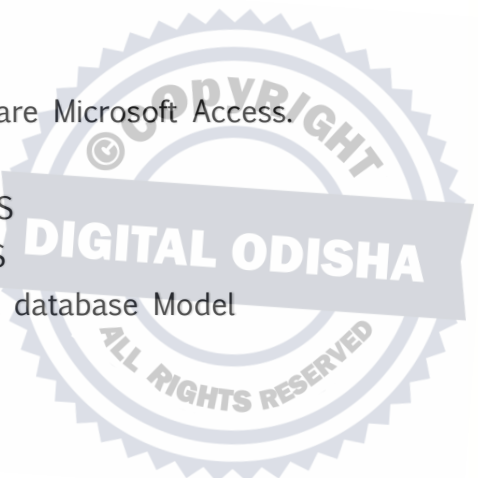
- a) Toggle the field list pane
- b) Close the dialog box
- c) Both a & b
- d) None

Ans-B

74. There are Microsoft Access.

- a) RDBMS
- b) OODBMS
- c) ORDBMS
- d) Network database Model

Ans-A



COMPUTER PREVIOUS YEAR EXAM QUESTIONS

1. In Excel you can use a function to combine text from two cells into one cell. But you can use an operator to do the same thing. Which operator is that?

- (a) &
- (b) = (equal sign)
- (c) (space)
- (d) All of the above
- (e) All of the above

Ans-A

2. Screen that at shows all the icons when you turn on your computer

- (a) Desktop
- (b) Face to face
- (c) Viewer
- (d) View space
- (e) None of these

Ans-A

3. Retrieval of information from a computer is called:

- (a) Output
- (b) Input
- (c) Data
- (d) Information
- (e) Processing

Ans-A

4. If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be

- (a) 216
- (b) 65,536
- (c) 64K
- (d) 128K
- (e) 35K

Ans-B

5. A dot-matrix printer-

- (a) is an input-output device
- (b) is an output device only
- (c) is an input device only
- (d) only 2 & 3
- (e) None of these

Ans-B

6. Excel is a collection of

- (a) Workbook
- (b) Worksheets
- (c) Graphs
- (d) Charts
- (e) None of the above

Ans-B

7. A credit card-sized expansion board that is inserted into portable computers that connects the modem to the telephone wall jack is:

- (a) Internal modem
- (b) External modem
- (c) PC Card modem
- (d) Wireless modem
- (e) Wired modem

Ans-C

8. Which file format can be added to a PowerPoint show?

- (a) .jpg
- (b) .giv
- (c) .wav
- (d) All of the above
- (e) All of the above

Ans-D

9. Where is the disk put in a computer ?

- (a) in the modem
- (b) in the hard drive
- (c) into the CPU
- (d) in the disk drive
- (e) None of these

Ans-D

10. In Windows operating system to minimize all of the windows

- (a) Windows Logo
- (b) Windows Logo + BREAK
- (c) Windows Logo + D
- (d) Windows Logo + M
- (e) All of the above

Ans-D

11. ASCII-8 is

- (a) An extended version of ASCII-7
- (b) Is a 8-bit code
- (c) Both A & B are true
- (d) Both A & B are false
- (e) All of the above

Ans-A

12. In Microsoft PowerPoint the following will not advance the slides in a slide show view

- (a) Esc key
- (b) The spacebar
- (c) The Enter key
- (d) The mouse button
- (e) All of the above

Ans-A

13. In Windows operating system when you delete a file or folder, it doesn't actually get deleted right away, it goes to the _____.

- (a) Recycle Bin
- (b) Dust Bin
- (c) Cycle Bin
- (d) None of these
- (e) All of the above

Ans-A

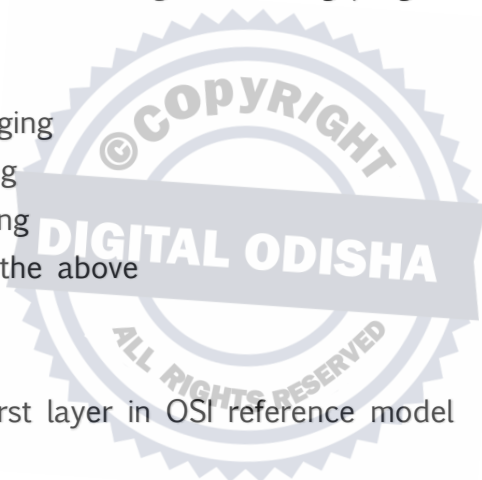
14. Process of finding/ correcting program errors is

- (a) Bugs
- (b) Debugging
- (c) Hacking
- (d) Cracking
- (e) All of the above

Ans-B

15. The first layer in OSI reference model is

- (a) Network
- (b) Physical



- (c) Application
- (d) Data link
- (e) None of these

Ans-B

16. Fax machines and imaging systems are examples of

- (a) bar-code readers
- (b) imaging systems
- (c) scanning devices
- (d) pen-based systems
- (e) None of these

Ans-C

17. The smallest storage unit in a computer is...

- (a) Nibble
- (b) Byte
- (c) Bit
- (d) Word
- (e) None of these

Ans-C

18. Excel uses the Function when creating a data table

- (a) Average
- (b) Count
- (c) Sum
- (d) Table
- (e) All of the above

Ans-D

19. To avoid the wastage of memory, the instruction length should be

- (a) Multiple of character size only
- (b) Of word size only
- (c) Of file size only
- (d) Of word size which is multiple of character size
- (e) None of these

Ans-D

20. In a slide presentation, a typical slide does not have

- (a) Photo images, charts, graphs
- (b) Clip arts
- (c) Audio Clips
- (d) Content
- (e) Full motion video

Ans-E

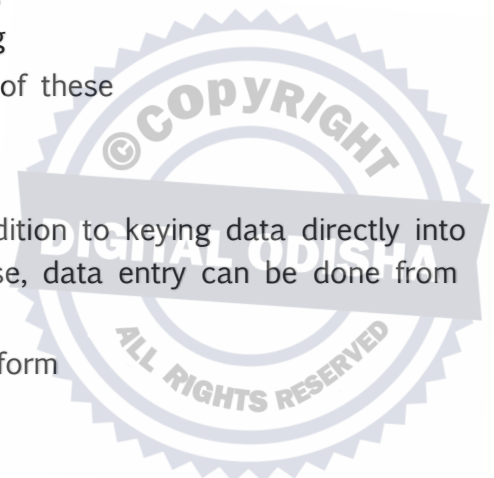
21. Which process checks to ensure the components of the computer are operating and connected properly ?

- (a) Booting
- (b) Processing
- (c) Saving
- (d) Editing
- (e) None of these

Ans-A

22. In addition to keying data directly into a database, data entry can be done from a(n)

- (a) input form
- (b) table
- (c) field
- (d) data dictionary



(e) None of these

Ans-A

23. Computer output which is displayed on the screen of a terminal without a permanent copy is called

(a) Soft copy

(b) Hard copy

(c) Hardware

(d) None of these

(e) All of the above

Ans-A

24. What term is used for the occurrence of values for data elements more than once?

(a) Concurrency

(b) Redundancy

(c) Enumeration

(d) Iteration

(e) None of these

Ans-B

25. Which of the following is specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat etc.?

(a) Robotic computers

(b) Mainframe computers

(c) Embedded computers

(d) Peripheral computers

(e) None of these

Ans-B

26. In , a file is transferred from another computer to your computer.

(a) Copy

(b) Upload

(c) Download

(d) Upgrade

(e) RSS

Ans-C

27. You can protect a floppy disk.

(a) Read

(b) Read and Write

(c) Write

(d) All of the above

(e) None of these

Ans-C

28. is responsible for overall control and co- ordination of instruction execution.

(a) CPU

(b) ALU

(c) RAM

(d) Control UNIT

(e) None of these

Ans-D

29. Which of the following memory can be erased using Ultra Violet Rays?

(a) RAM

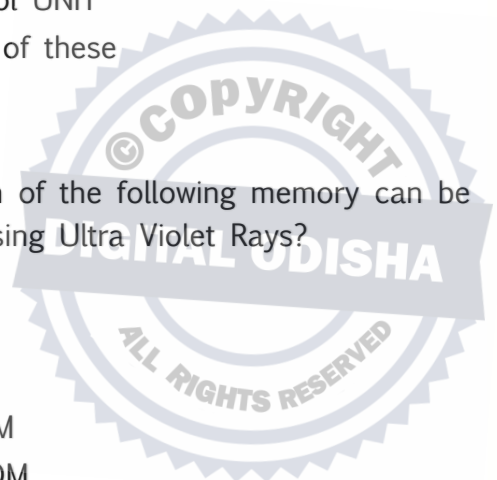
(b) ROM

(c) PROM

(d) EPROM

(e) EEPROM

Ans-D



30. In Excel this function converts miles to kilometers, kilograms to pounds, and so on

- (a) Convert
- (b) Product
- (c) Change
- (d) All of above
- (e) All of the above

Ans-A

30. In Excel this function converts miles to kilometers, kilograms to pounds, and so on

- (a) Convert
- (b) Product
- (c) Change
- (d) All of above
- (e) All of the above

Ans-A

31. Which of the computers

- (a) MIPS (Million Instruction Per Second)
- (b) FCFS
- (c) MPEG
- (d) TIFF
- (e) None of these

Ans-A

33. In Excel

- (a) Edit> Comments
- (b) Insert> Comments
- (c) File> Comments
- (d) View> Comments
- (e) All of the above

Ans-B

34. A file which has not been alerted, compressed, or manipulated in any way by the computer is called?

- (a) temp file
- (b) raw file
- (c) permanent file
- (d) distort file
- (e) None of these

35. In Excel

Ans-B

your work by choosing Auto Format from the

Menu

- (a) Edit
- (b) View
- (c) Format
- (d) Tools
- (e) All of the above

Ans-C

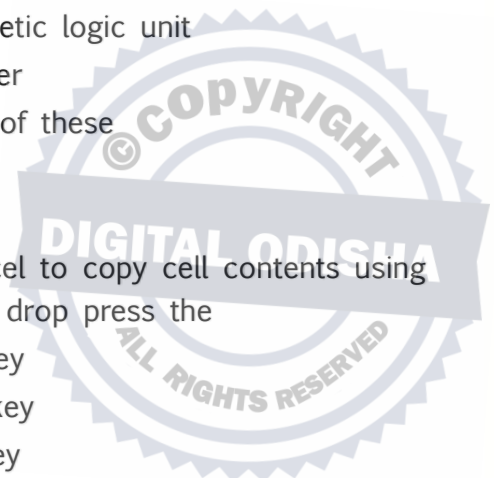
36. Hardware that adds two numbers is:

- (a) the control unit
- (b) an internal CPU register
- (c) arithmetic logic unit
- (d) Browser
- (e) None of these

Ans-C

37. In Excel to copy cell contents using drag and drop press the

- (a) End key
- (b) Shift key
- (c) Ctrl key
- (d) Esc key
- (e) All of the above



Ans-D

38. Software instructions are intended

- (a) systems software
- (b) microcomputer
- (c) Documentation
- (d) applications software
- (e) All of the above

Ans-D

39. In Excel two common wildcard characters that Excel recognizes are

- (a) * and?
- (b) <and>
- (c) ^ and /
- (d) + and -
- (e) All of the above

Ans-A

40. Microsoft Office is

- (a) Desktop applications
- (b) Operating system
- (c) Command window
- (d) None of these
- (e) All of the above

Ans-A

41. In Excel the following options are located in the Page Setup dialog box?

- (a) Page Break Preview
- (b) Page Orientation
- (c) Margins
- (d) Headers and Footers
- (e) All of the above

Ans-A

42. What do you need an ink jet printer?

- (a) A drum
- (b) A cartridge
- (c) A ribbon
- (d) All of the above
- (e) None of these

Ans-B

43. A dot-matrix printer

- (a) is an input-output device
- (b) is an output device only
- (c) is an input device only
- (d) both 2 and 3
- (e) None of these

Ans-B

44. www stands for

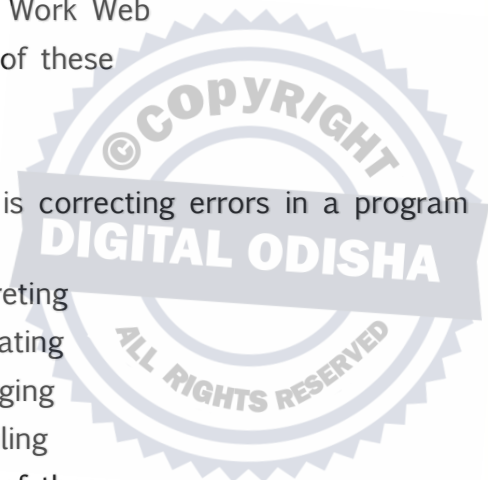
- (a) World Word Web
- (b) World Wide Web
- (c) World White Web
- (d) World Work Web
- (e) None of these

Ans-B

45. What is correcting errors in a program called?

- (a) Interpreting
- (b) Translating
- (c) Debugging
- (d) Compiling
- (e) None of these

Ans-C



46. In Excel, which is the following formulas

entered correctly?

- (a) = 10 + 50
- (b) = B7 * B1
- (c) = B7 + 14
- (d) 10 + 50
- (e) All of the above

Ans-D

47. Magnetic tape can serve as

- (a) input media
- (b) output media
- (c) secondary-storage media
- (d) all the above
- (e) All of the above

Ans-D

48. In Excel you can zoom a worksheet

- (a) with the mouse pointer in Print Preview
- (b) With the zoom button on the Print Preview toolbar
- (c) With the Zoom
- (d) All of the above

Ans-D

49. An effect printer creates characters by using ...?

- (A) An inked ribbon and print head
- (B) Electrically charged ink
- (C) An ink pen
- (D) All of the above
- (E) None of these

Ans-A

50. What are bas, doc, and html examples of?

- (S) extensions
- (B) domains
- (C) protocols
- (D) databases
- (E) None of these

Ans-A

51. All the files deleted

- (A) Recycle Bin
- (B) Task Bar
- (C) Tool Bar
- (D) My Computer
- (E) None of these

Ans-A

52. Where should floppy disks be stored?

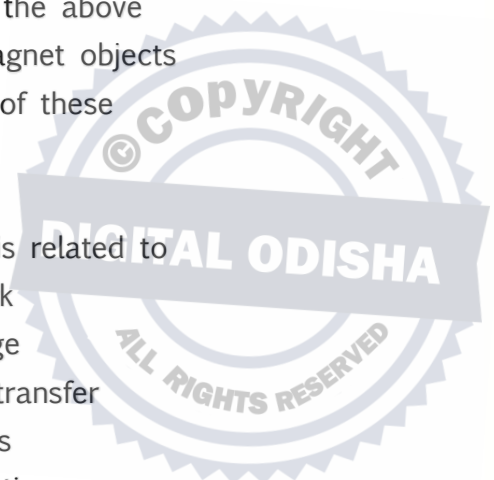
- (A) By a sunny window
- (B) In a drawer
- (S) All of the above
- (D) By magnet objects
- (E) None of these

Ans-B

53. SCSI is related to

- (I) Network
- (B) Storage
- (C) Data transfer
- (D) Images
- (E) Resolution

Ans-B



54 The lowest form of Computer language is called.

- (A) BASIC
- (B) FORTRAN
- (C) Machine Language
- (D) COBOL
- (E) None of these

Ans-C

55. How many options does a binary choice offer?

- (a) None
- (B) One
- (C) Two
- (d) It depends on the amount of memory on the computer
- (E) It depends on the speed of the computer \ & # 039s processor

Ans-C

56. In Excel cell reference for a range of cells that starts in cell B1 and goes on to column G and down to row 10 is

- (a) B1-G10
- (b) B1.G10
- (c) B1; G10
- (d) B1: G10

Ans-D

58. What is the name of the computer?

- (a) RAM
- (b) Floppy

- (c) CPU
- (d) CO-ROM
- (e) ROM

Ans-E

59. An error in a computer program is referred as

- (a) Bug
- (b) Bit
- (c) Virus
- (d) None of these
- (e) All of the above

Ans-A

60. The four main functions of a computer are:

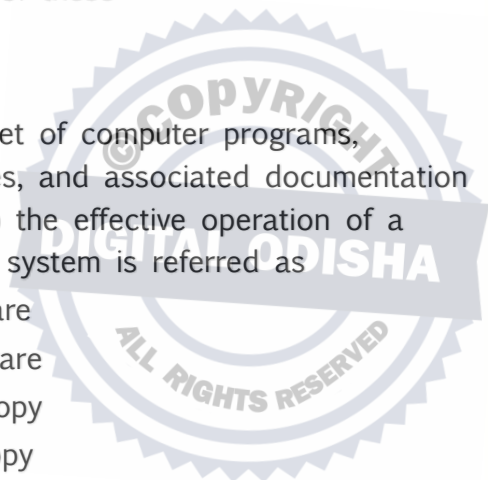
- (a) Input, processing, output and storage
- (b) Learning, thinking, intelligence and virtuosity
- (c) Data, information, bits and bytes
- (d) Hardware, software, modeling and operations
- (e) None of these

Ans-A

61. The set of computer programs, procedures, and associated documentation related to the effective operation of a computer system is referred as

- (a) Software
- (b) Hardware
- (c) Hardcopy
- (d) Softcopy
- (e) All of the above

Ans-A



62. Which of the following is also known as brain of computer?

- (a) Control unit
- (b) Central Processing unit
- (c) Arithmetic and language unit
- (d) Monitor
- (e) None of these

Ans-B

63. What type of computer chips are said to be volatile?

- (a) ROM chips
- (b) RAM chips
- (c) DRAM
- (d) All of the above
- (e) None of these –

Ans-B

64. A set of flip flops integrated together is called

- (a) Counter
- (b) Adder
- (c) Register
- (d) Flip flop
- (e) All of the above

Ans-C

65. In Excel Text formulas

- (a) Replace cell references
- (b) Return ASCII values of characters
- (c) Concatenate and manipulate text
- (d) Show formula error value
- (e) All of the above

Ans-C

66. is a high speed memory ,that can be used in between CPU and main memory

- (a) CPU
- (b) buffer
- (c) Spooling
- (d) Cache
- (e) None of these

Ans-D

67. What are responsible for storing permanent data and instructions?

- (a) RAM chips
- (b) All of the above
- (c) DRAM chips
- (d) ROM chips
- (e) None of these

Ans-D

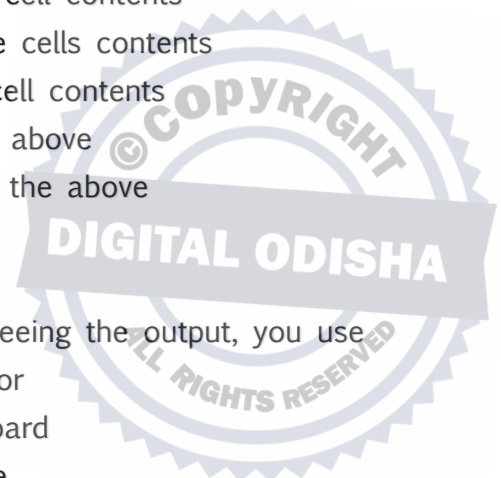
68. In Excel you can use the drag and drop method to

- (a) Copy cell contents
- (b) Delete cells contents
- (c) Add cell contents
- (d) All of above
- (e) All of the above

Ans-A

69. For seeing the output, you use

- (a) Monitor
- (b) Keyboard
- (c) Mouse
- (d) Scanner



(e) None of these

Ans-A

70. Bar is located at top of WordPad /
Notepad
/MS Word window.

(a) Title

(b) Menu

(c) Tool

(d) Format

(e) None of these

Ans-A

71. Zipping a file means

(a) Encrypting the message

(b) Compressing the message

(c) Transfer the message

(d) All of these

(e) None of these

Ans-B

72. In Microsoft PowerPoint the following
options changes the fill color of an object
back to the default color

(a) Template

(b) Automatic

(c) Patterns

(d) Fill colors

(e) All of the above

Ans-B

73. In Excel to protect a worksheet, you
can choose Protection and the Protect
Sheet from the.....menu

(a) Edit

(b) Format

(c) Tools

(d) Data

(e) All of the above

Ans-C

74. The steps and tasks needed to
process data, such as responses to
questions or clicking an icon, are called .

(a) The O/S

(b) Instructions

(c) Data flow

(d) Application software

(e) None of these

Ans-C

75. In a worksheet you can select

(a) Entire worksheet

(b) Rows

(c) Columns

(d) All of the above

(e) All of the above

Ans-D

76. The Pentium processor contains-

(a) tens thousands of transistors

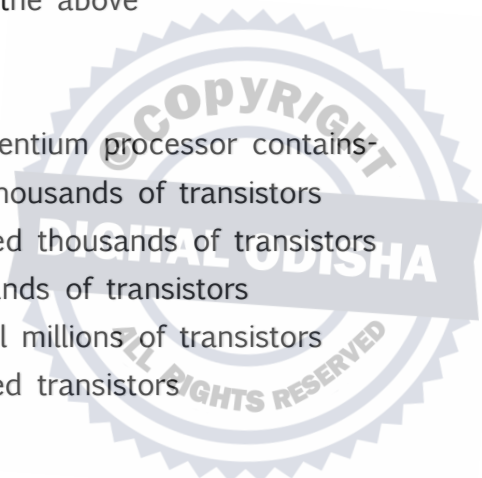
(b) hundred thousands of transistors

(c) thousands of transistors

(d) several millions of transistors

(e) hundred transistors

Ans-D



77. Microsoft Word is a word processor that saves in its proprietary——format.

- (a) .doc
- (b) .pdf
- (c) .txt
- (d) None of these
- (e) All of the above

Ans-A

78. For checking spelling one uses

- (a) Dictionary Disk
- (b) Index disk
- (c) Directory
- (d) None of these
- (e) All of the above

Ans-A

79. Microsoft Windows provides a graphics application named

- (a) Paint
- (b) Adobe Photoshop
- (c) Jasc Paint Shop
- (d) None of these
- (e) All of the above

Ans-A

80. Which storage device has the largest capacity in Mb?

- (a) A floppy disk
- (b) A CD-ROM
- (c) Magnetic tape storage
- (d) All of the above
- (e) None of these

Ans-B

81. What does Ctrl + B shortcut accomplish in Ms- Word?

- (a) It converts selected text into the next larger size of the same font
- (b) It adds a line break to the document
- (c) It makes the selected text bold
- (d) It applies Italic formatting to the selected text.
- (e) All of the above

Ans-B

82. When we open an Internet site we see www. What is the full form of www?

- (a) worldwide wakeup
- (b) world wide web
- (c) word wading works
- (d) words wide Spiderman web
- (e) wet works spider web

Ans-B

83. Cache memory

- (a) Is a Static RAM
- (b) Increases the speed of processing by making current programs and data available to the CPU at a rapid rate
- (c) Both A & B are true
- (d) Both A & B are false
- (e) All of the above

Ans-C

84. The hexadecimal number system has a base of

- (a) 2
- (b) 4

- (c) 8
- (d) 16
- (e) All of the above

Ans-D

85. The programs and data processed by the CPU are stored in

- (a) Internal Memory
- (b) External Memory
- (c) Mass Memory
- (d) Non-volatile memory
- (e) None of these

Ans-D

86. You cannot link Excel worksheet data to a Word document

- (a) With the right drag method
- (b) With a hyperlink
- (c) With the copy and paste special commands
- (d) With the copy and paste buttons on the standard toolbar
- (e) All of the above

Ans-D

87. Document reader is

- (a) An optical input device used to read documents
- (b) A device that arrange the documents
- (c) A device that is used to edit document
- (d) None of these
- (e) All of the above

Ans-A

88. A device used for transmission of images scanned at a transmitting point and duplicated at a receiving point is

- (a) Facsimile (FAX)
- (b) Telephone
- (c) Photocopier
- (d) None of these
- (e) All of the above

Ans-A

89. Software that manages data in more than one file at a time and these files are treated as tables with rows and columns rather than as lists of records is

- (a) Relational Data Base Management Package
- (b) Data Base Management Package
- (c) Documentation Package
- (d) None of these
- (e) All of the above

Ans-A

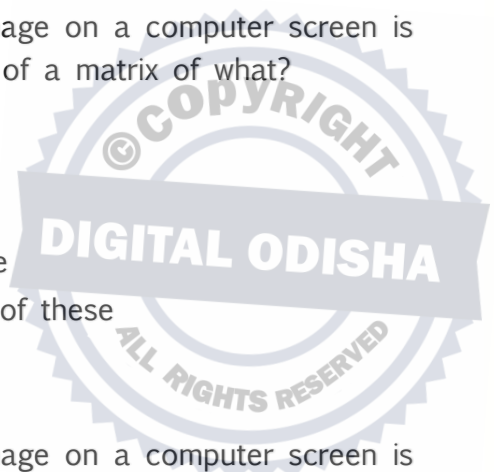
90. An image on a computer screen is made up of a matrix of what?

- (a) Byte
- (b) Pixels
- (c) Bit
- (d) Palette
- (e) None of these

Ans-B

90. An image on a computer screen is made up of a matrix of what?

- (a) Byte



- (b) Pixels
- (c) Bit
- (d) Palette
- (e) None of these

Ans-B

91. What is the other name for LAN Card ?

- (a) Network Connector
- (b) NIC
- (c) Internet Card
- (d) MODEM
- (e) None of these

Ans-B

92. Bit stands for

- (a) binary digit
- (b) one binary piece of information
- (c) Both A and B are true
- (d) None is true
- (e) All of the above

Ans-C

93. The following are all computing devices , except&

- (a) notebook computers
- (b) cellular telephones
- (c) digital scanners
- (d) personal digital assistants
- (e) None of these

Ans-C

94. Following is false for BASIC

- (a) Beginners All-Purpose Symbolic Instruction Code
- (b) High-level interactive programming language
- (c) Works in timesharing environment
- (d) Low level object oriented language
- (e) All of the above

Ans-D

95. Which of the following features make UNIX Operating System popular?

- (a) Multi-tasking
- (b) Multi-user
- (c) Reliable
- (d) All
- (e) Multi-Threading

Ans-D

96. Microsoft Office is

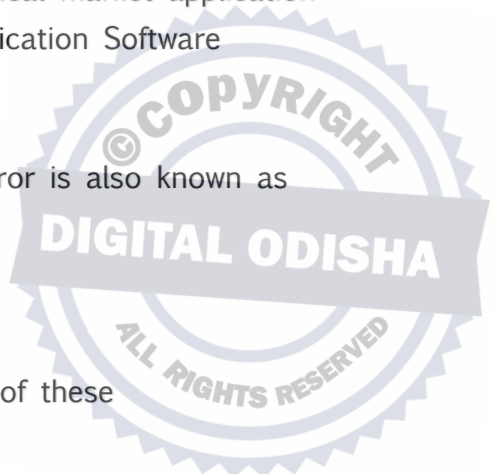
- (a) Shareware
- (b) Public domain software
- (c) Open-source software
- (d) A vertical market application
- (e) Application Software

Ans-E

97. An error is also known as

- (a) bug
- (b) debug
- (c) cursor
- (d) icon
- (e) None of these

Ans-A



98. Which of the following is different from other?

- (a) Internet
- (b) Windows
- (c) Unix
- (d) Linux
- (e) None of these

Ans-A

99. Which among the following is not a security / private risk?

- (a) Spam
- (b) Hacking
- (c) Virus
- (d) Phishing
- (e) None of these

Ans-A

100. Memory unit is one part of.

- (a) Control unit
- (b) Central Processing Unit
- (c) Input device
- (d) Output device
- (e) None of these

Ans-B

101. In Excel the cell labeled F5 refers to

- (a) row F column 5
- (b) column F row 5
- (c) function available in cells
- (d) function key F4
- (e) All of the above

Ans-B

102. Structured query language (SQL) is used in the following?

- (a) Create database

- (b) Create & Modify Databases
- (c) Create, Modify & Query Databases
- (d) Modify Database
- (e) None of these

Ans-C

103. In Windows operating system the shortcut key Windows Logo + F

- (a) Restore the minimized windows
- (b) Open My Computer
- (c) Search for a file or a folder
- (d) Search for computers
- (e) All of the above

Ans-C

104. In Windows operating system move the insertion point to the beginning of the previous paragraph

- (a) CTRL + RIGHT ARROW
- (b) CTRL + LEFT ARROW
- (c) CTRL + DOWN ARROW
- (d) None of these
- (e) All of the above

Ans-D

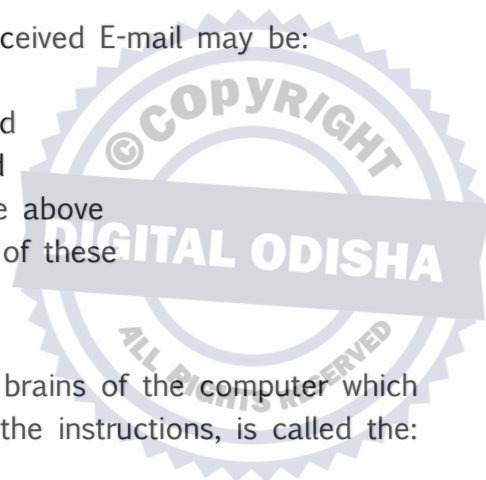
105. A received E-mail may be:

- (a) Read
- (b) Unread
- (c) Stored
- (d) All the above
- (e) None of these

Ans-D

106. The brains of the computer which executes the instructions, is called the:

- (a) CPU
- (b) RAM



- (c) Motherboard
- (d) System Unit
- (e) None of these

Ans-A

107. Which of the following is the key function of a firewall?

- (a) Monitoring
- (b) Deleting
- (c) Record
- (d) Copying
- (e) Moving

Ans-A

108. A digitizing tablet can be used for?

- (a) Tracing diagrams
- (b) Printing letters
- (c) Reading barcodes
- (d) Playing
- (e) None of these

Ans-A

109. On which button does help menu exist?

- (a) End
- (b) Start
- (c) Turn off
- (d) Restart
- (e) None of these

Ans-B

110. In Excel contains one or more worksheets.

- (a) Template
- (b) Workbook
- (c) Active cell
- (d) Label

- (e) None of these

Ans-B

111. In Microsoft PowerPoint special effects used to introduce slides in a presentation are called

- (a) Effects
- (b) Custom animations
- (c) Transitions
- (d) Present animations
- (e) All of the above

Ans-C

112. Following is not true for Backup files

- (a) These are the files which are generated automatically in when one saves a document.
- (b) These files help in protecting the document due to out of order of the computer or power failure.
- (c) These files delete as soon as computer is turned off
- (d) None of these
- (e) All of the above

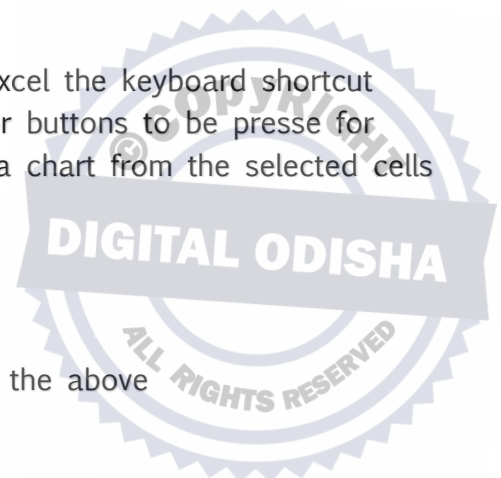
Ans-C

113. In Excel the keyboard shortcut (button or buttons to be pressed for creating a chart from the selected cells

- (a) F3
- (b) F5
- (c) F7
- (d) F11
- (e) All of the above

Ans-D

114. In Excel Hyperlinks can be



- (a) Text
- (b) Drawing objects
- (c) Pictures
- (d) All of above
- (e) All of the above

Ans-D

115. In Excel divide symbol is

- (a) /
- (b) D
- (c) \
- (d))
- (e) All of the above

Ans-A

116. A (n) camera is a peripheral device used to capture still images in a digital format

- (a) digital
- (b) analog
- (c) classic
- (d) film
- (e) None of these

Ans-A

117. Speed of line printer is limited by the speed of

- (a) paper movements
- (b) cartridge used
- (c) length of paper
- (d) All of these
- (e) None of these

Ans-A

118. A device that can convert digital signal to analog signal is-

- (a) a packet

- (b) Modem
- (c) Switch
- (d) Router
- (e) None of these

Ans-B

119. Like a virus, it is also a self-replicating program. The difference between a virus and it is that a worm does not create copies of itself on one system: it propagates through computer networks.

- (a) Keylogger
- (b) Worm
- (c) Cracker
- (d) None of these
- (e) All of the above

Ans-B

120. What digits are representative of all binary numbers?

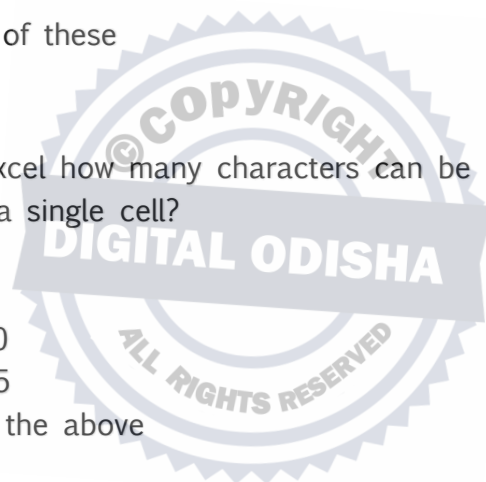
- (a) 0
- (b) 1
- (c) both 0 and 1
- (d) 3
- (e) None of these

Ans-C

122. In Excel how many characters can be typed in a single cell?

- (a) 256
- (b) 1024
- (c) 32,000
- (d) 65,535
- (e) All of the above

Ans-C



123. An affordable technology that uses existing telephone lines to provide high-speed connections is called.

- (a) ISDN
- (b) microwave
- (c) cable modem
- (d) DSL
- (e) ALU

Ans-D

124. The two broad categories of software are generally

- (a) Word processing and spreadsheet
- (b) Transaction and application
- (c) Windows and Mac OS
- (d) System and application
- (e) None of these

Ans-D

125. The telephone is an example of a (n) ----- signal.

- (a) analog
- (b) digital
- (c) modulated
- (d) demodulated
- (e) compiler

Ans-A

126. A data transmission medium made of tiny threads of glass or plastic that can transmit huge amount of information at the speed of light is

- (a) Fiber optic cable
- (b) Copper cable
- (c) Twisted wire cable
- (d) None of these
- (e) All of the above

Ans-A

127. A program that remains in the memory while other programs are executing

- (a) Resident Program
- (b) Non-Resident Program
- (c) Permanent Program
- (d) None of these
- (e) All of the above

Ans-A

128. Which of the following storage medium stores instructions or data temporary during processing?

- (a) Cache
- (b) ROM
- (c) EPROM
- (d) RAM
- (e) None of these

Ans-B

129. In Excel which of the following is not a valid data type in excel

- (a) Number
- (b) Character
- (c) Label
- (d) Date/time
- (e) All of the above

Ans-B

130. A byte can hold one

- (a) bit
- (b) binary digit
- (c) character
- (d) kilobyte
- (e) None of these



Ans-C

131. Which of the following used in programming the first computers?

- (a) Object code
- (b) Source code
- (c) Machine language
- (d) Assembly language
- (e) None of these

Ans-C

132. BLOB is

- (a) Binary Large Object
- (b) A long bit string representing complex data
- (c) Object oriented language
- (d) Only A & B are true
- (e) All of the above

Ans-D

133. DSL is an example of a(n)

- (a) network
- (b) wireless
- (c) slow
- (d) broadband
- (e) None of these

Ans-D

134. Who is accredited with developing the architecture of the modern computer?

- (a) Sir Clive Sinclair
- (b) Bill Gates
- (c) All of the above
- (d) None of these
- (e) John Von Neumann

Ans-E

135. are the parallel electrical conducting lines that link different components on the mother board.

- (a) Buses
- (b) Conductors
- (c) Assemblies
- (d) Connectors
- (e) None of these

Ans-A

136. Anonymous FTP is the

- (a) Internet file transfer protocol
- (b) Protocol that requires password
- (c) Non access files
- (d) None of these
- (e) All of the above

Ans-A

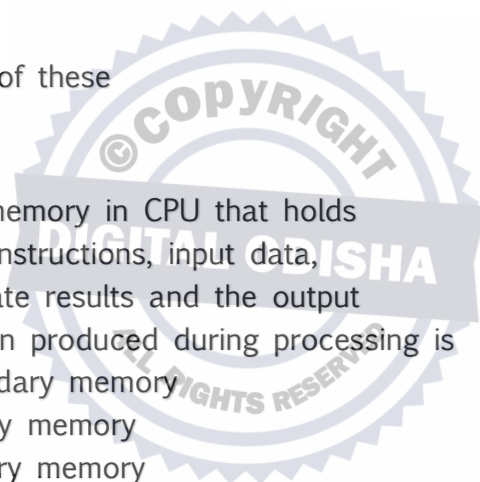
138. The combination of the operating system and the processor is referred to as the computer:

- (a) CPU
- (b) Platform
- (c) BIOS
- (d) CMOS
- (e) None of these

Ans-B

139. A memory in CPU that holds program instructions, input data, intermediate results and the output information produced during processing is

- (a) Secondary memory
- (b) Primary memory
- (c) Auxiliary memory
- (d) None of these
- (e) All of the above



Ans-B

140. Aligns the selected text or line to justify the screen

press-----

- (a) Ctrl + c
- (b) Ctrl + l
- (c) Ctrl + J
- (d) Ctrl + k
- (e) None of these

Ans-C

141. The ability to recover and read deleted or damaged files from a criminal computer is an example of a law enforcement specialty called

- (a) Robotics
- (b) Simulation
- (c) Computer forensic
- (d) Animation
- (e) None

Ans-C

142. In Microsoft Word move the insertion point to the beginning of the previous paragraph

- (a) CTRL+RIGHT ARROW
- (b) CTRL+LEFT ARROW
- (c) CTRL+DOWN ARROW
- (d) None of these
- (e) All of the above

Ans-D

143. In Windows operating system shortcut key CTRL+Windows Logo+F

- (a) Restore the minimized windows
- (b) Open My Computer
- (c) Search for a file or a folder

(d) Search for computers

(e) All of the above

Ans-D

144. Which part is the brain of the Computer?

- (a) CPU
- (b) Monitor
- (c) RAM
- (d) ROM
- (e) None of these

Ans-A

145. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut CTRL + HOME is used for

- (a) Move to the first character
- (b) Move to the last character
- (c) Switch between Enlarged and Normal mode when a character is selected
- (d) None of these
- (e) All of the above

Ans-A

146. In Microsoft PowerPoint slide show options available to the presenter include all of the following except

- (a) Transitions command
- (b) Speaker notes command
- (c) Meeting reminder command
- (d) Navigation commands
- (e) All of the above

Ans-A

147. In Excel when you copy a formula

- (a) Excel erases the original copy of the formula
- (b) Excel edits cell references in the newly copied formula
- (c) Excel adjusts absolute cell references
- (d) Excel considers adjust relative cell references
- (e) All of the above

Ans-B

148. Which of the following is not a factor affecting the processing capability or performance of a PC system?

- (a) The clock speed of the microprocessor
- (b) The revolutions per minute of the printer disk
- (c) The primary storage capacity of the processor
- (d) The built-in instruction set available to the microprocessor
- (e) None of the above

Ans-B

149. EDP is referred to

- (a) Electronic Data Processing
- (b) Data processing through equipment that is predominantly electronic such as digital computer
- (c) Both A & B
- (d) None of these
- (e) All of the above

Ans-C

150. Which area in an excel window allows entering values and formulas?

- (a) Title bar
- (b) Menu bar
- (c) Formula bar

- (d) Standard toolbar
- (e) All of the above

Ans-C

151. What menu is selected to cut, copy, and paste?

- (a) File
- (b) Tools
- (c) Special
- (d) Edit
- (e) None of these

Ans-D

152. A hyperlink can be

- (a) Text
- (b) Image
- (c) Paragraph
- (d) All the above
- (e) None of these

Ans-D

153. In Excel which symbol must all formula begin with?

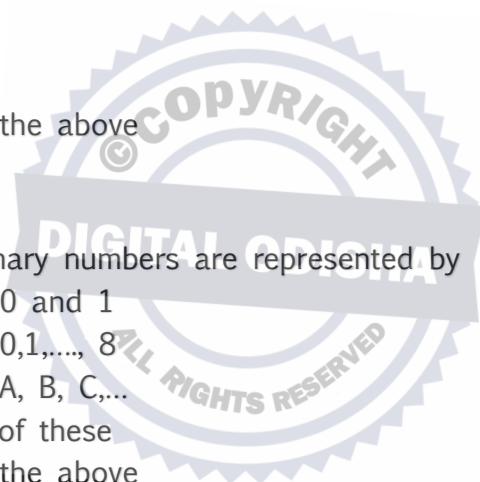
- (a) =
- (b) +
- (c) (
- (d) @
- (e) All of the above

Ans-A

154. A binary numbers are represented by

- (a) Digits 0 and 1
- (b) Digits 0,1,....., 8
- (c) Digits A, B, C,...
- (d) None of these
- (e) All of the above

Ans-A



155. Which of the following is not a language of DBMS?

- (a) PASCAL
- (b) PLI
- (c) DML
- (d) DDL
- (e) All of the above

Ans-A

156. Microsoft Office Groove is

- (a) A proprietary peer-to-peer software package aimed at businesses
- (b) An application that supports editing scanned documents
- (c) A scanning and OCR application
- (d) Diagram and flowcharting software
- (e) All of the above

Ans-B

157. IC chips used in computers are usually made of:

- (a) Lead
- (b) Silicon
- (c) Chromium
- (d) Gold
- (e) None of these

Ans-B

158. One megabyte equals approximately

- (a) 1,000 bits
- (b) 1,000 bytes
- (c) 1 million bytes
- (d) 1 million bits
- (e) 1,000 bytes

Ans-C

159. BSNL Reliance, Shaw cable, AOL, Tata Indicom all can be kept in which one of the following groups?

- (a) ISDN
- (b) IRC
- (c) ISP
- (d) ICONS
- (e) None of these

Ans-C

160. In Excel worksheet can have a maximum of.... Number of rows

- (a) 256
- (b) 1024
- (c) 32,000
- (d) 65,535
- (e) All of the above

Ans-D

161. What does the Ctrl + I shortcut key accomplish in Ms-Word?

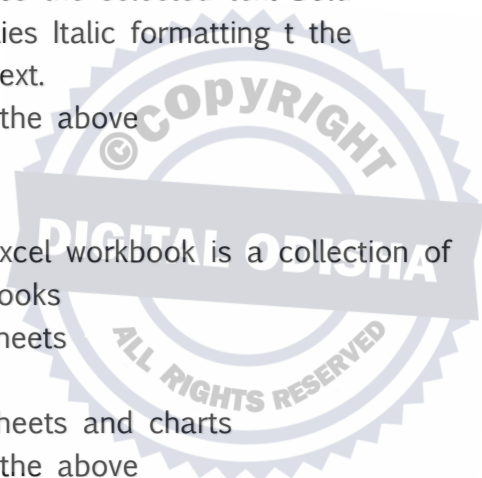
- (a) It converts selected text into the next larger size of the same font
- (b) It adds a line break to the document
- (c) It makes the selected text bold
- (d) It applies Italic formatting to the selected text.
- (e) All of the above

Ans-D

162. An excel workbook is a collection of

- (a) Workbooks
- (b) Worksheets
- (c) Charts
- (d) Worksheets and charts
- (e) All of the above

Ans-D



163. When a key is pressed on the keyboard, which standard is used for converting the keystroke into the corresponding bits?

- (a) ANSI
- (b) ASCII
- (c) EBCDIC
- (d) ISO
- (e) None of these

Ans-A

164. References to each file on a disk are stored in a

- (a) file allocation table
- (b) root allocation table
- (c) linking directory
- (d) root directory
- (e) directory allocation table

Ans-A

165. In Windows operating system the shortcut key Windows Logo + SHIFT + M is used for

- (a) Restore the minimized windows
- (b) Open My Computer
- (c) Search for a file or a folder
- (d) Search for computers
- (e) All of the above

Ans-A

166. refers to a set of characters of a particular design.

- (a) Calligraph
- (b) Typeface
- (c) Keyface
- (d) Formation
- (e) None of these

Ans-B

167. Data entry can be performed with all of the following except

- (a) OCR / OMR
- (b) COM
- (c) Voice-recognition systems
- (d) MICR
- (e) All of the above

Ans-B

168. In Excel accounting style shows negative numbers in

- (a) Bold
- (b) Brackets
- (c) Quotes
- (d) All of the above

Ans-C

169. For creating a document, you use Command at File Menu.

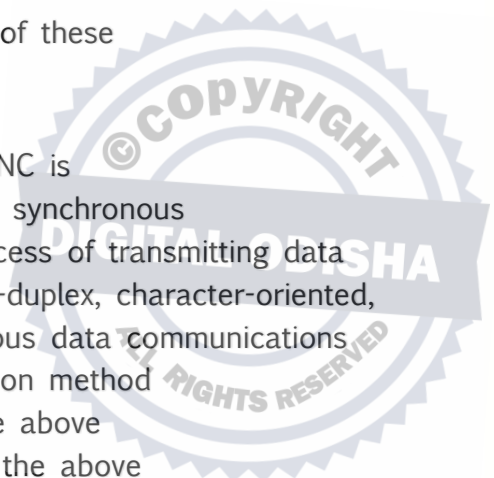
- (a) Open
- (b) Close
- (c) New
- (d) Save
- (e) None of these

Ans-C

170. BISYNC is

- (a) Binary synchronous
- (b) A process of transmitting data
- (c) A half-duplex, character-oriented, synchronous data communications transmission method
- (d) All the above
- (e) All of the above

Ans-D



171. Which of the following terms is the most closely related to main memory?

- (a) nonvolatile
- (b) permanent
- (c) control unit
- (d) temporary
- (e) None of the above.

Ans-D

172. Displays each slide of the PPT as a thumbnail and is used to re-arrange them.

- (a) Slide Show
- (b) Slide Display
- (c) Slide Design
- (d) Slide Layout
- (e) Slide Sorter

Ans-E

178. In Excel to name a constant, you use the dialog box

- (a) Create names
- (b) Define name
- (c) Paste name
- (d) Format cells
- (e) All of the above

Ans-A

177. are specially designed computer chips which reside inside other devices, such as your car or your electronic thermostat.

- (a) Servers
- (b) Embedded computers
- (c) Robotic computers
- (d) Mainframes
- (e) None of these

Ans-A

178. In Excel to cancel the marquee, press

- (a) Ctrl + End
- (b) End
- (c) Esc
- (d) Shift + Esc
- (e) All of the above

Ans-C

179. CPU performs read / write operations at any point in time in

- (a) ROM
- (b) PROM
- (c) EPROM
- (d) RAM
- (e) All of the above

Ans-C

180. SMTP, FTP and DNS are applications of the layer.

- (a) data link
- (b) network
- (c) transport
- (d) application
- (e) None of these

Ans-D

177. What is a backup?

- (a) Restoring the information backup
- (b) An exact copy of a system & request information
- (c) The ability to get a system up and running in the event of a system crash or failure
- (d) All of these
- (e) None of these

Ans-B

178. Which of the following commands is used to select the whole document?

- (a) Ctrl + A
- (b) Alt + F5
- (c) Shift + S
- (d) Can & rsquot be done
- (e) None of these

Ans-C

179. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut PAGE UP is used for

- (a) Move up one screen at a time
- (b) Move down one screen at a time
- (c) Move to the beginning of the line
- (d) Move to the end of the line
- (e) All of the above

Ans-C

184. An assembler is a

- (a) Translator
- (b) Hardware
- (c) Assembly language
- (d) None of these
- (e) All of the above

Ans-A

185. Which of the following would most likely NOT be a symptom of a virus?

- (a) Existing program files and icons disappear.
- (b) The CD-ROM stops functioning.
- (c) The Web browser opens to an unusual home page.

(d) Odd messages or images are displayed on the screen.

(e) None of these

Ans-B

186. In Excel In a worksheet you can select

- (a) The entire worksheet
- (b) Rows
- (c) Columns
- (d) All of the above
- (e) All of the above

Ans-B

187. In Excel which of the following special function keys allow the content in cell

- (a) Esc
- (b) Shift
- (c) Return
- (d) Tab
- (e) All of the above

Ans-C

188. BUG is -

- (a) To find error in any software testing
- (b) To find error in any software code
- (c) logical error of any program
- (d) both 1 & amp 2
- (e) None of these

Ans-C

189. A collection of interrelated files in a computer is a

- (a) file manager
- (b) field
- (c) record

- (d) database
- (e) None of these

Ans-D

190. In Excel to activate the previous cell in a preselected range, press

- (a) The Alt key
- (b) The Tab key
- (c) The Enter key
- (d) None of above
- (e) All of the above

Ans-D

191. In Excel to add two cells (A1 and A2) together you use the following formula

- (a) = A1 + A2
- (b) = Add (A1 + A2)
- (c) = together (A1: A2)
- (d) A1 plus A2
- (e) All of the above

Ans-A

192. A storage devices where the access time is effectively independent of the location of the data is referred as

- (a) Direct access
- (b) Secondary storage
- (c) Primary storage
- (d) None of these
- (e) All of the above

Ans-A

193. is a type of memory organization or image file format used to store digital images

- (a) Pixmap

- (b) GUI
- (c) Pixel
- (d) Resolution
- (e) Vector graphics

Ans-A

194. What is an e-mail attachment?

- (a) A receipt sent by the recipient
- (b) A separate document from another program sent along with an e-mail message
- (c) A malicious parasite that feeds off your messages and destroys the contents
- (d) A list of CC or BCC recipients
- (e) None of these

Ans-B

195. A sizeable geographical area with communication based on the telephone system is though as

- (a) Local area network
- (b) Wide area network
- (c) Modulator-Demodulator
- (d) All of the above
- (e) None of the above

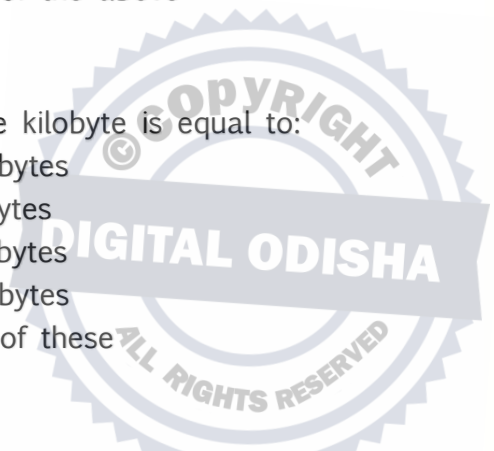
Ans-B

196. One kilobyte is equal to:

- (a) 1000 bytes
- (b) 100 bytes
- (c) 1024 bytes
- (d) 1023 bytes
- (e) None of these

Ans-C

197. In Excel each excel file is called a workbook because



- (a) It can contain text and data
- (b) It can be modified
- (c) It can contain many sheets including worksheets and chart sheets
- (d) You have to work hard to create it
- (e) All of the above

Ans-C

198. In Excel the following is not an example of a value

- (a) 350
- (b) May 10, 2001
- (c) 57% per cent;
- (d) Serial Number 50771
- (e) All of the above

Ans-D

199. An advantage of the laser printer respect to impact printer is

- (a) it is quieter/ faster
- (b) output is of a high quality
- (c) support wide range of type fonts
- (d) all the above

Ans-D

- (e) All of the above

200. In Excel which functions will calculate the number of workdays between 6/9/2004 and 8/12/2004

- (a) Workday
- (b) Date
- (c) Networkdays
- (d) All of the above

Ans-D

201. The design of the network is called the network

- (a) Architecture
- (b) server
- (c) transmission
- (d) type
- (e) None of these

Ans-A

202. The name a user assigns to a document is called a (n)

- (a) filename
- (b) program
- (c) record
- (d) data
- (e) None of these

Ans-A

203. The following is an nonvolatile memory

- (a) ROM
- (b) RAM
- (c) LSI
- (d) VLSI
- (e) All of the above

Ans-A

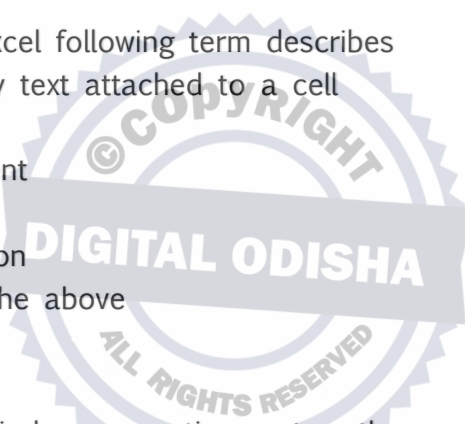
204. In Excel following term describes explanatory text attached to a cell

- (a) Callout
- (b) Comment
- (c) Dialog
- (d) Extension
- (e) All of the above

Ans-B

205. In Windows operating system the shortcut key CTRL+L is used for

- (a) Open the Favorites bar



- (b) Open the Open dialog box
- (c) Start another instance of the browser with the same Web address
- (d) Open the Open dialog box, the same as CTRL+L
- (e) All of the above

Ans-B

206. _____ are viruses that are triggered by the passage of time or on a certain date.

- (a) Boot-sector viruses
- (b) Macro viruses
- (c) Time bombs
- (d) Worms
- (e) None of these

Ans-C

207. Ctrl + H keyboard short cut in MS word is used to

- (a) Open Font dialog box
- (b) Align Center
- (c) Open Replace Box
- (d) Insert Link
- (e) None of these

Ans-C

208. Which of the following is an input device which is used with interactive graphics to locate a place on the screen?

- (a) Bus
- (b) Modem
- (c) Magnetic Tape
- (d) Mouse
- (e) Scanner

Ans-D

209. _____ is processed by the computer into information.

- (a) numbers
- (b) processor
- (c) input
- (d) data
- (e) None of these

Ans-D

210. Which is not a functions of firewall?

- (a) To block websites from being able to access your computer.
- (b) To regulate some of the flow of traffic between computers networks of different trust levels.
- (c) It stops anyone on the outside from through a connection with a computer in your private network.
- (d) Only 2 and 3
- (e) None of these

Ans-E

211. How did the computer mouse get its name?

- (a) Its cable looks like a tail
- (b) Because it squeaks when moved
- (c) It has ears
- (d) Teeth outside mouth
- (e) None of these

Ans-A

212. A technique used to reduce the speed mismatch between slow speed I / O devices and fast CPU is called

- (a) Spooling
- (b) Paging
- (c) Segmentation
- (d) None of these

(e) All of the above

Ans-A

213. To insert a new slide in a presentation press which shortcut key will be used.

- (a) CTRL + N
- (b) CTRL + M
- (c) CTRL + O
- (d) CTRL + S
- (e) CTRL + F

Ans-A

214. Which key is used to indent a paragraph in MS word?

- (a) Shift
- (b) tab
- (c) Ctrl
- (d) Esc
- (e) None of these

Ans-B

216. What is the shortcut key to undo the last action in a document?

- (a) Ctrl + X
- (b) Ctrl + Y
- (c) Ctrl + Z
- (d) Ctrl + U
- (e) None of these

Ans-C

217. The primary memory of a personal computer consists

- (a) ROM only
- (b) RAM only

(c) Both ROM and RAM

(d) Memory modul

(e) All of the above

Ans-C

218. There are three types of data found in a spreadsheet

- (a) data, words, numbers
- (b) equations, data, numbers
- (c) words, numbers, labels
- (d) numbers formulas, labels
- (e) All of the above

Ans-D

219. A special high-speed line used by large corporations to support digital communications is known as:

- (a) satellite / air connection service lines
- (b) cable modems
- (c) digital subscriber lines
- (d) T1, T2, T3 and T4 lines
- (e) None of the above

Ans-D

220. Which of the following commands is used to select the whole document?

- (a) Ctrl + A
- (b) Alt + F5
- (c) Shift + S
- (d) Can & rsquo be done
- (e) None of these

Ans-A

221. A processor that collects the transmissions from several communications media and sends them over a single line

that operates at a higher capacity is called.

- (a) multiplexor
- (b) bridge
- (c) hub
- (d) router
- (e) None of these

Ans-A

222. Full form of TCP is:

- (a) Transmission Control Protocol
- (b) Total Control Protocol
- (c) Transmission Control Program
- (d) Totaling Control Program
- (e) None of these

Ans-A

223. In Excel autofill feature

- (a) Extends a sequential series of data
- (b) Automatically adds range of cell values
- (c) Applies a boarder around the selected cells
- (d) None of the above
- (e) All of the above

Ans-B

224. The most frequently used instructions of a computer program are likely to be fetched from

- (a) the hard disk
- (b) cache memory
- (c) RAM
- (d) registers
- (e) None of these

Ans-B

225. CPU is a / an

- (a) Expansion card
- (b) Mother board
- (c) Microprocessor
- (d) Memory
- (e) Graphic Card

Ans-C

226. What is the primary goal of a computer system?

- (a) To utilize the stored data
- (b) To start the application
- (c) To turn data into information
- (d) All of the above
- (e) None of these

Ans-C

227. Which of the following statements is FALSE related file names?

- (a) Files may share the same name or the same extension but not both
- (b) Every file in the same folder must have a unique name
- (c) File extension is another name for file type
- (d) The file extension come safter the dot (.)
- (e) None of these

Ans-D

228. Bandwidth refers to.

- (a) the cost of the cable required to implement a WAN
- (b) the cost of the cable required to implement a LAN
- (c) the amount of information a peer-to-peer network can store

- (d) the amount of information a communications medium can transfer in a given amount of time
(e) None of these

Ans-D

229. In Excel which of the following formulas will Excel not be able to calculate?

- (a) = SUM (Sales) -A3
(b) = SUM (A1: A5) *. 5
(c) = SUM (A1: A5) / (10-10)
(d) = SUM (A1: A5) -10
(e) All of the above

Ans-A

230. A flat, circular plate coated with a magnetic material on which data can be stored by magnetization of portions of the flat surface is

- (a) Disk
(b) Tape
(c) Pen drive
(d) None of these
(e) All of the above

Ans-A

231. What happens when you boot up a PC?

- (a) Portions of the operating system are copied from disk into memory
(b) Portions of the operating system are copied from memory onto disk
(c) Portions of the operating system are compiled
(d) Portions of the operating system are emulated
(e) None of these

Ans-A

232. The total time elapsed between submission of command and data to a computer and getting the result of computation is the

- (a) Access time
(b) Response time
(c) Entrance time
(d) None of these
(e) All of the above

Ans-B

233. Following is not true for magnetic tape

- (a) low cost
(b) direct-access storage medium
(c) compact and portable
(d) highly reliable
(e) All of the above

Ans-B

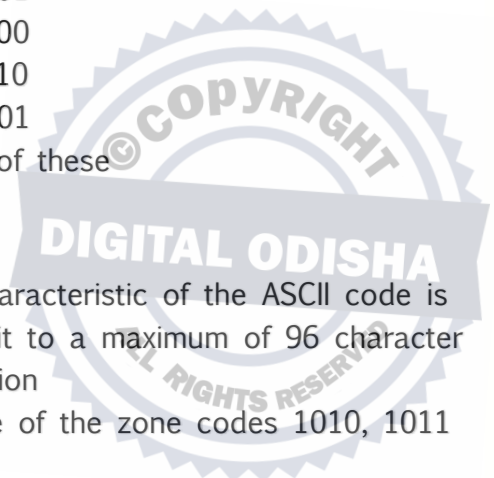
234. The binary equivalent of decimal number 98 is

- (a) 1110001
(b) 1110100
(c) 1100010
(d) 1111001
(e) None of these

Ans-C

235. A characteristic of the ASCII code is

- (a) its limit to a maximum of 96 character configuration
(b) its use of the zone codes 1010, 1011 and 1100
(c) its independence from Hollerith code
(d) All of these



(e) None of these

Ans-C

236. Programming language built into user programs such as Word and Excel are known as?

- (a) 4GLs
- (b) macro languages
- (c) object-oriented languages
- (d) visual programming languages
- (e) None of these

Ans-D

237. Which of the following is part of the system unit?

- (a) Keyboard
- (b) Floppy disks
- (c) Monitor
- (d) Memory
- (e) CD

Ans-D

238. In Excel when you group worksheets

- (a) You can enter variable data on multiple worksheets at one time
- (b) You can print more than one worksheet at a time
- (c) You can enter common data, formats, and formulas on multiple worksheets at one time
- (d) (B) and (C)
- (e) All of the above

Ans-D

239. _____ was the precursor to internet as we know it

today?

- (a) ARPANET
- (b) USENET
- (c) TELNET
- (d) DBMS
- (e) None of these

Ans-A

240. is a combination of software and hardware

- (a) Firmware
- (b) Shareware
- (c) Freeware
- (d) Netware
- (e) Software

Ans-A

241. In computer file systems which among the following are top or first in hierarchy?

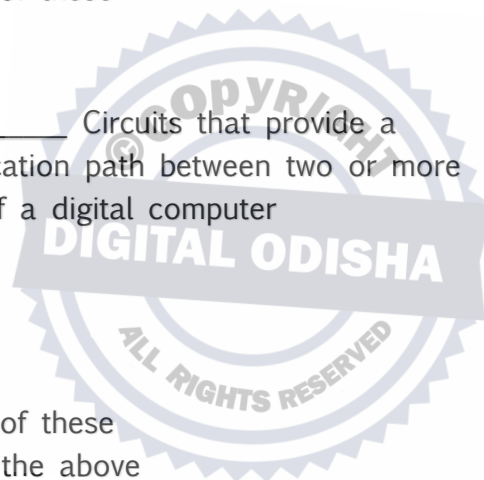
- (a) root directory
- (b) parent directory
- (c) home directory
- (d) working directory
- (e) None of these

Ans-A

242. _____ Circuits that provide a communication path between two or more devices of a digital computer system is

- (a) Car
- (b) Bus
- (c) Truck
- (d) None of these
- (e) All of the above

Ans-B



243. In Windows operating system the shortcut key CTRL + E is used for
(a) Open the Organize Favorites dialog box

- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-A

244. CPU speed can be measured in

- (a) BPS
- (b) MIPS
- (c) GHz
- (d) MPI
- (e) KHz

Ans-C

245. In Windows operating system the shortcut key CTRL + N is used for

- (a) Open the Favorites bar
- (b) Open the Open dialog box
- (c) Start another instance of the browser with the same web address
- (d) Open the Open dialog box, the same as CTRL + L
- (e) All of the above

Ans-C

246. A network that requires human interventions to route signals is

- (a) bus network
- (b) ring network
- (c) star network
- (d) T-switched network
- (e) None of these

Ans-D

247. In a disk, each block of data is written into ?

- (a) one sector
- (b) three sector
- (c) Two sectors
- (d) Two or more sectors
- (e) either two or three sectors

Ans-D

248. Default header of a worksheet

- (a) Username
- (b) Date and time
- (c) Sheet name
- (d) Workspace name
- (e) None of these

Ans-E

249. Information on a hard disk is usually backed-up using a..?

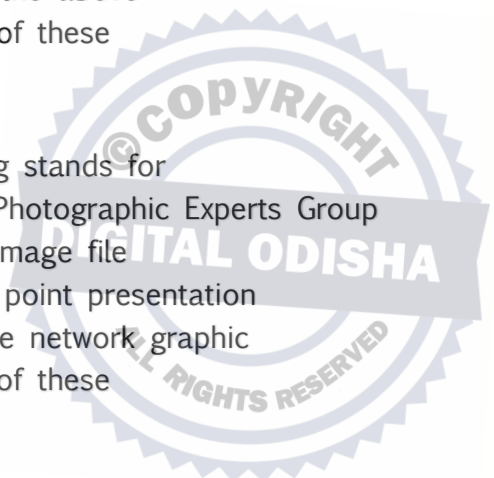
- (a) CD-ROM
- (b) Magnetic tape
- (c) Floppy disk
- (d) All of the above
- (e) None of these

Ans-A

250. .jpeg stands for

- (a) Joint Photographic Experts Group
- (b) JPEG image file
- (c) Power point presentation
- (d) Multiple network graphic
- (e) None of these

Ans-A



251. In Windows operating system it is a very important part of Windows, clicking on it opens up what is called the start menu

- (a) Start button
- (b) Sidebar
- (c) Icons
- (d) None of these
- (e) All of the above

Ans-A

252. In Excel which do you press to enter the current date in a cell?

- (a) Ctrl + Shift +;
- (b) Ctrl +;
- (c) Ctrl + F10
- (d) All of above
- (e) All of the above

Ans-B

253. What is the full form of SDRAM?

- (a) Shift Dynamic random access memory
- (b) Synchronous Dynamic random access memory
- (c) System Dynamic random access memory
- (d) Serial Dynamic random access memory
- (e) None of these

Ans-B

254. In Windows operating system shortcut for paste is

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-C

255. Computer connected to a LAN (Local Area Network) can.

- (a) run faster
- (b) go on line
- (c) share information and / or share peripheral equipment
- (d) E-mail
- (e) None

Ans-C

256. Which type of file is created by word processing programs?

- (a) database file
- (b) storage file
- (c) worksheet file
- (d) document file
- (e) graphical file

Ans-D

257. In MS Word Key F12 opens?

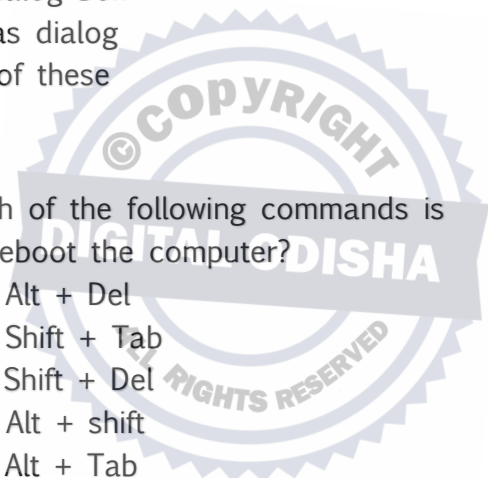
- (a) Save dialog box
- (b) print dialog box
- (c) New dialog box
- (d) Save as dialog
- (e) None of these

Ans-D

258. Which of the following commands is given to reboot the computer?

- (a) Ctrl + Alt + Del
- (b) Ctrl + Shift + Tab
- (c) Ctrl + Shift + Del
- (d) Ctrl + Alt + shift
- (e) Ctrl + Alt + Tab

Ans-A



259. is the ability of an operating system to control the activities of multiple programs at the same time.

- (a) Multitasking
- (b) Streamlining
- (c) Multiuser
- (d) Simulation
- (e) None of these

Ans-A

260. A term means that the application software is priced separately from the computer hardware is called

- (a) Unbundled
- (b) Bundled
- (c) Utility
- (d) None of these
- (e) All of the above

Ans-A

261. A modem that is contained within the system unit is called:

- (a) External
- (b) Internal
- (c) Wireless
- (d) Wi-Fi
- (e) Bluetooth

Ans-B

262. The word size of a microprocessor refers to:

- (a) the number of machine operations performed / second
- (b) the amount of information that can be stored / cycle
- (c) the amount of information that can be stored in bytes

- (d) none of these
- (e) All of the above

Ans-B

263. A modem that does not need to be connected to a telephone line is the modem.

- (a) external
- (b) internal
- (c) wireless
- (d) DSL
- (e) NSL

Ans-C

264. What menu is selected to change the font and style?

- (a) Tools
- (b) File
- (c) Format
- (d) Edit
- (e) None of these

Ans-C

265. Which of the following statements is FALSE related file names?

- (a) Files may share the same name or the same extension but not both
- (b) Every file in the same folder must have a unique name
- (c) File extension is another name for file type
- (d) The file extension comes before the dot (.) followed by the file name
- (e) None of these

Ans-D

266. In Excel when the formula bar is activated, you can see

- (a) The Edit Formula button
- (b) The Cancel button
- (c) The Enter button
- (d) All of above
- (e) All of the above

Ans-D

267. Which part of the computer helps to store information?

- (a) Disk drive
- (b) Keyboard
- (c) Monitor
- (d) Printer
- (e) None of these

Ans-A

268. A protocol that specifies how a personal computer can connect to a mail server on the Internet and download E-mail is known as

- (a) Post office protocol
- (b) System protocol
- (c) Network protocol
- (d) None of these
- (e) All of the above

Ans-A

269. In Excel getting data from a cell located in a different sheet is called

- (a) Accessing
- (b) Referencing
- (c) Updating
- (d) Functioning
- (e) All of the above

Ans-B

270. C, BASIC, COBOL, and Java are examples of languages

- (a) low-level
- (b) high-level
- (c) system programming
- (d) computer
- (e) None of these

Ans-B

271. The 16 bit Microprocessor means that it has?

- (a) 16 address lines
- (b) 16 Buses
- (c) 16 data lines
- (d) 16 routes
- (e) None of these

Ans-C

272. _____ is a self-replicating program that infects computers and spreads by inserting copies of itself into other executable code or documents.

- (a) Keylogger
- (b) Worm
- (c) Virus
- (d) Cracker
- (e) All of the above

Ans-A

273. _____ Maximum character EBCDIC can code

- (a) 8
- (b) 16
- (c) 64
- (d) 256
- (e) All of the above



Ans-D

274. The vast network of computers that connects millions of people all over the world is called.

- (a) LAN
- (b) web
- (c) hypertext
- (d) internet

Ans-D

275. What is the minimum number of rows and columns that a word table can have?

- (a) Zero
- (b) 2 rows and 1 column
- (c) 2 rows and 2 column
- (d) 1 row and 1 column
- (e) All of the above

Ans-D

276. Which of the following systems mimics human thinking?

- (a) Artificial intelligence
- (b) Intelligent agent
- (c) Bot
- (d) Database management system
- (e) None of these

Ans-A

277. Which kind of storage device can be carried around?

- (a) Floppy disk
- (b) Hard disk
- (c) System cabinet
- (d) Hard disk drive
- (e) Floppy disk drive

Ans-A

278. The time required to complete a single, continuous execution of an object program is called

- (a) Run time
- (b) Access time
- (c) Random time
- (d) Response time
- (e) All of the above

Ans-A

279. A network geometric arrangement in which a single connecting line is shared by a number of nodes is called

- (a) Car Topology
- (b) Bus Topology
- (c) Truck Topology
- (d) None of these
- (e) All of the above

Ans-B

280. In Microsoft Word shortcut key CTRL+E is used for

- (a) Open the Organize Favorites dialog box
- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-B

281. A device operating at the physical layer is called a

- (a) Bridge
- (b) Router
- (c) Repeater
- (d) All of the above
- (e) None of these

Ans-C

282. In Windows operating system the shortcut key CTRL+F is used for

- (a) Open the Organize Favorites dialog box
- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-C

284. Approximately how many bytes make one megabyte

- (a) One Thousand
- (b) Ten Thousand
- (c) One Hundred
- (d) One Million
- (e) None of these

Ans-D

285 ._____ The primary purpose of software is to turn data into:

- (a) Websites
- (b) graphs
- (c) program
- (d) objects
- (e) information

Ans-E

286 ._____ refers to the letter and number of the intersecting column and row.

- (a) Cell address
- (b) Cell location
- (c) Cell position
- (d) Cell column
- (e) Cell row

Ans-A

287. _____ is a software program designed to record ('log') every keystroke on the machine on which it runs

- (a) Keylogger
- (b) Worm
- (c) Virus
- (d) Cracker
- (e) All of the above

Ans-A

288. A device that is used to transmit data from one location to another is referred as

- (a) Storage
- (b) Memory
- (c) Carrier
- (d) None of these
- (e) All of the above

Ans-A

289. In Windows operating system to cut something the following shortcut is used-

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-B

290. In Windows operating system move the insertion point to the beginning of the previous word

- (a) Shortcut CTRL + RIGHT ARROW
- (b) Shortcut CTRL + LEFT ARROW
- (c) Shortcut CTRL + DOWN ARROW
- (d) None

Ans-B

291. In Windows operating system Shortcut for copy is

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-C

292. A computer connected to a Local Area Network can:

- (a) Run faster
- (b) Be accessed online
- (c) Share information and / or share peripheral equipment
- (d) Be used to send Email
- (e) None of these

Ans-C

293. In Windows operating system shortcut CTRL + SHIFT while dragging an item

- (a) Delete the selected item permanently without placing the item in the Recycle Bin
- (b) Copy the selected item
- (c) Rename the selected item
- (d) Create a shortcut to the selected item
- (e) All of the above

Ans-D

294. In Excel the following is not a basic step in creating a worksheet

- (a) Save the workbook
- (b) Modify the worksheet
- (c) Enter text and data
- (d) Copy the worksheet
- (e) All of the above

Ans-D

295. Which of the following commands is given to reboot the computer?

- (a) Ctrl + Alt + Del
- (b) Ctrl + Shift + Tab
- (c) Ctrl + Shift + Del
- (d) Ctrl + Alt + shift
- (e) Ctrl + Alt + Tab

Ans-A

296. The ability of an OS to run more than one application at a time is called

- (a) multitasking
- (b) object-oriented programming
- (c) multi-user computing
- (d) time-sharing
- (e) None of these

Ans-A

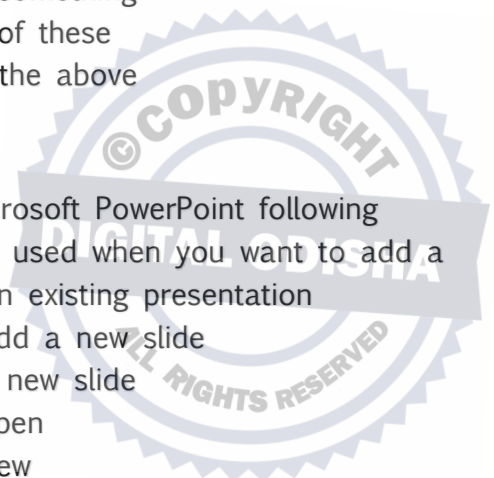
297. In Windows operating system Shortcut CTRL + Z is for

- (a) Undo something
- (b) Delete something
- (c) Paste something
- (d) None of these
- (e) All of the above

Ans-A

298. In Microsoft PowerPoint following should be used when you want to add a slide to an existing presentation

- (a) File, add a new slide
- (b) Insert, new slide
- (c) File, open
- (d) File, new
- (e) All of the above



Ans-B

299. The real business and competitive value of information technology lies in

- (a) The software applications that are used by many companies
- (b) The capabilities of the software and value of the information, a business acquires and uses
- (c) The infrastructure of hardware, networks, and other IT facilities that are commonly used by many companies
- (d) The capabilities of the hardware and the speed at which it processes information
- (e) None of these

Ans-B

300. Which of the following shortcut key is used to check spelling?

- (a) F1
- (b) F2
- (c) F7
- (d) F9
- (e) All of the above

Ans-C

300. The first generation of computers was based upon?

- (a) Transistors
- (b) ICs
- (c) Valves
- (d) Conductor
- (e) Diodes

Ans-E

301. CRSYX- MP belongs to generation.

- (a) First

(b) Second

(c) Third

(d) Fourth

(e) Fifth

Ans-C

302. When you print preview a worksheet

- (a) the entire worksheet is displayed
- (b) the selected range is displayed
- (c) the active part of the worksheet is displayed
- (d) All of the above
- (e) All of the above

Ans-D

303. Bluetooth is a type of radio wave information transmission system that is good for about:

- (a) 30 feet
- (b) 30 yards
- (c) 30 miles
- (d) 300 miles
- (e) 3000 miles

Ans-D

305. DOS stands for.

- (a) Disk Operating System
- (b) Disk operating session
- (c) Digital Operating System
- (d) Digital Open system
- (e) None of these

Ans-A

306. Electronic Mail / Message System (EMMS) best suits to

- (a) Postal service
- (b) Telephone service

- (c) Telegraph service
- (d) None of these
- (e) All of the above

Ans-A

307. In Excel the following displays the contents of the active cell

- (a) Active cell
- (b) Formula bar
- (c) Name box
- (d) All of the above

Ans-B

308. Factory production lines can be automated using ...?

- (a) Machine tools
- (b) VDUs
- (c) Plotters
- (d) All of the above
- (e) None of these

Ans-B

309. What is the base of hexadecimal number system?

- (a) 2
- (b) 8
- (c) 16
- (d) 10
- (e) None of these

Ans-C

310. When you are typing the text in a document, you would need to hit the enter key at the end of every

- (a) Line
- (b) Sentence
- (c) Paragraph

- (d) Word
- (e) File

Ans-C

311. What is the decimal from of 3b4?

- (a) 846
- (b) 848
- (c) 946
- (d) 948
- (e) None of these

Ans-D

312. The vast network of computers that connects millions of people all over the world is called.

- (a) LAN
- (b) Web
- (c) Hypertext
- (d) Internet
- (e) None of these

Ans-D

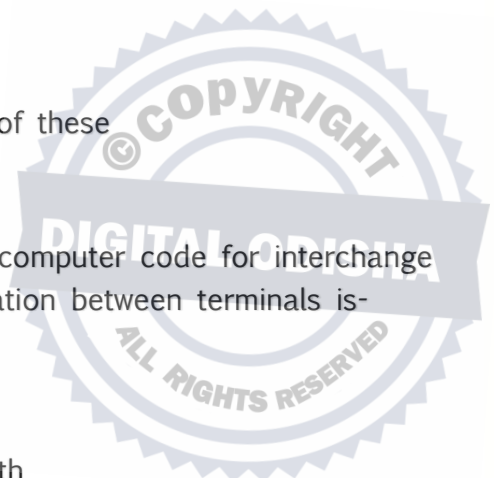
313. 1024 MB =?

- (a) 1 YB
- (b) 1 KB
- (c) 1 PB
- (d) 1 ZB
- (e) None of these

Ans-E

314. The computer code for interchange of information between terminals is-

- (a) ASCII
- (b) BCD
- (c) BCDIC
- (d) Hollerith
- (e) None of these



Ans-A

315. A pictorial representation that uses predefined symbols to describe either the logic of a computer program or the data flow and processing steps of a system is referred to as

- (a) Flowchart
- (b) Algorithm
- (c) Program
- (d) None of these
- (e) All of the above

Ans-A

316. To save an existing file with a new name or to a new location, you should use the

- (a) Save
- (b) Save and Replace
- (c) Save As
- (d) New File
- (e) None of these

Ans-A

317. In Excel value used in a formula that does not change is called a

- (a) Cell address
- (b) Constant
- (c) Function
- (d) Range
- (e) All of the above

Ans-B

318. In Windows operating system the shortcut key CTRL+R is used for

- (a) Open the Print dialog box
- (b) Update the current Web page
- (c) Close the current window

(d) None of these

(e) All of the above

Ans-B

319. Which of the following is used for manufacturing chips?

- (a) Bus
- (b) Control unit
- (c) Semiconductors
- (d) a and b only
- (e) None of the above

Ans-C

320. In Microsoft Word shortcut key CTRL+F is used for

- (a) Open the Organize Favorites dialog box
- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-C

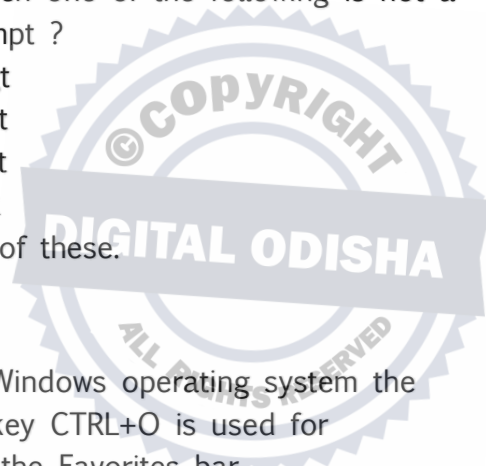
321. Which one of the following is not a DOS prompt ?

- (a) C & gt
- (b) B & gt
- (c) A & gt
- (d) ENTER
- (e) None of these.

Ans-D

322. In Windows operating system the shortcut key CTRL+O is used for

- (a) Open the Favorites bar
- (b) Open the Open dialog box



- (c) Start another instance of the browser with the same Web address
- (d) Open the Open dialog box, the same as CTRL+L
- (e) All of the above

Ans-D

323. is not available on the Ruler of MS Word screen

- (a) Centre Indent
- (b) Right Indent
- (c) Left Indent
- (d) Tab stop box
- (e) None of these

Ans-A

324. In Excel you can enter which types of data into worksheet cells?

- (a) Labels, values, and formulas
- (b) Labels and values but not formulas
- (c) Values and formulas but not labels
- (d) Formulas only
- (e) All of the above

Ans-A

325. _____ is an invalid type of database key.

- (a) Structured primary key
- (b) Atomic primary key
- (c) Primary key
- (d) Composite primary key
- (e) None of these

Ans-A

326. In Microsoft Word to cut something the following shortcut is used

- (a) CTRL+C

- (b) CTRL+X
- (c) CTRL+V
- (d) None of these
- (e) All of the above

Ans-B

327. In Microsoft Word move the insertion point to the beginning of the previous word

- (a) Shortcut CTRL+RIGHT ARROW
- (b) Shortcut CTRL+LEFT ARROW
- (c) Shortcut CTRL+DOWN ARROW
- (d) None of these
- (e) All of the above

Ans-B

328. In Windows operating system to paste something after cutting the following shortcut is used

- (a) CTRL+C
- (b) CTRL+X
- (c) CTRL+V
- (d) None of these
- (e) All of the above

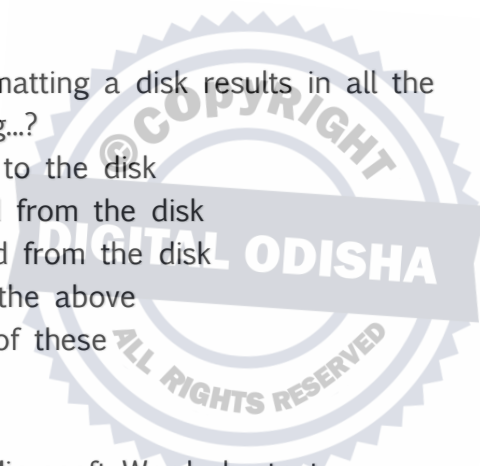
Ans-C

329. Formatting a disk results in all the data being...?

- (a) Saved to the disk
- (b) Copied from the disk
- (c) Deleted from the disk
- (d) All of the above
- (e) None of these

Ans-C

330. In Microsoft Word shortcut CTRL+SHIFT while dragging an item



- (a) Delete the selected item permanently without placing the item in the Recycle Bin
- (b) Copy the selected item
- (c) Rename the selected item
- (d) Create a shortcut to the selected item
- (e) All of the above

Ans-D

331. In Excel the following is not a basic step in creating a worksheet

- (a) Save workbook
- (b) Modify the worksheet
- (c) Enter text and data
- (d) Copy the worksheet
- (e) All of the above

Ans-D

332. In Excel to access the Go To Special feature, you can press

- (a) Ctrl + G
- (b) Ctrl + O
- (c) Ctrl + Shift + G
- (d) Ctrl + 1
- (e) All of the above

Ans-A

333. A (n) is a combination of hardware and software that facilitates the sharing of information between computing devices.

- (a) network
- (b) peripheral
- (c) expansion board
- (d) digital device
- (e) None of these

Ans-A

334. In Microsoft Word shortcut CTRL + Z is for

- (a) Undo something
- (b) Delete something
- (c) Paste something
- (d) None of these
- (e) All of the above

Ans-A

335. Microsoft Excel is

- (a) financial planning package
- (b) electronic spreadsheet
- (c) graphics package
- (d) data-base management package
- (e) All of the above

Ans-B

336. What type of virus use computer hosts to reproduce it?

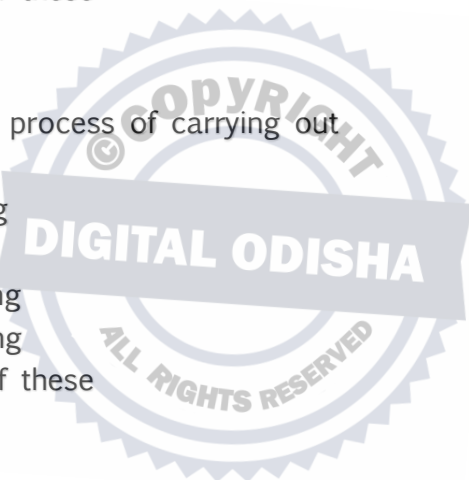
- (a) Time bomb
- (b) worm
- (c) Melissa virus
- (d) Macro virus
- (e) None of these

Ans-B

337. is the process of carrying out commands.

- (a) Fetching
- (b) Storing
- (c) Executing
- (d) Decoding
- (e) None of these

Ans-C



338. The purpose of the primary key in a database is to

- (a) unlock the database
- (b) provide a map of the data
- (c) uniquely identify a record
- (d) establish constraints on database operations
- (e) None of the above

Ans-C

339. Information travels between components on the mother board through.

- (a) Flash memory
- (b) CMOS
- (c) Bays
- (d) Buses
- (e) Peripherals

Ans-D

340. In Excel when you are typing an equation into a cell the first thing that must be entered

- (a) the first cell referenced
- (b) parenthesis
- (c) quotation marks
- (d) an equal sign
- (e) All of the above

Ans-D

341. One nibble is equal to

- (a) 4 bits
- (b) 8 bits
- (c) 6 bits
- (d) 16 bits
- (e) None of the above

Ans-A

342. A Winchester disk is a

- (a) Disk Stack
- (b) Removable disk
- (c) Flexible disk
- (d) All of the above
- (e) None of the above

Ans-A

343. In Excel without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

- (a) Press Ctrl + Home
- (b) Press Home
- (c) Press Shift + Home
- (d) Press Alt + Home
- (e) All of the above

Ans-A

344. Ctrl, shift and alt are called keys.

- (a) adjustment
- (b) function
- (c) modifier
- (d) alphanumeric
- (e) None of these

Ans-B

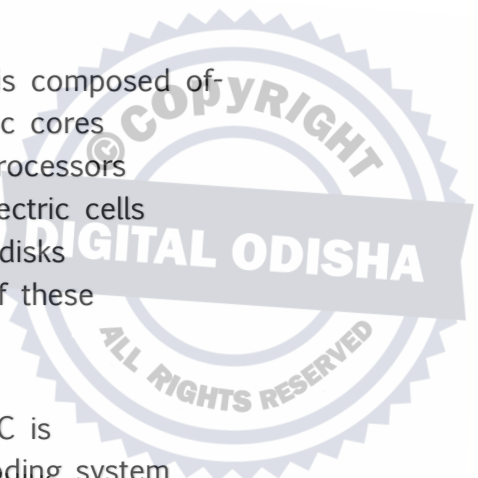
345. ROM is composed of-

- (a) Magnetic cores
- (b) Micro-processors
- (c) Photoelectric cells
- (d) Floppy disks
- (e) None of these

Ans-B

346. EBCDIC is

- (a) 6-bit coding system
- (b) 7-bit coding system



- (c) 8-bit coding system
- (d) 9-bit coding system
- (e) All of the above

Ans-C

347. Personal logs or journal entries posted on the Web are known as

- (a) list serves
- (b) Webcasts
- (c) blogs
- (d) subject directories
- (e) None of these

Ans-C

348. Which among the following is correct about 4GL?

- (a) A computer brand
- (b) A software brand
- (c) A software program
- (d) A programming language
- (e) None of these

Ans-D

349. The higher the resolution of a monitor, the

- (a) larger the pixels
- (b) less clear the screen is
- (c) further apart the pixels
- (d) closer together are the pixels
- (e) None of these

Ans-D

350. A byte represents a group of:

- (a) 10 bits
- (b) 40 bits
- (c) 16 bits
- (d) 18 bits

- (e) 8 bits

Ans-E

351. A program written in machine language is called?

- (a) Assembler
- (b) Object
- (c) Computer
- (d) Machine
- (e) None

Ans-A

352. Automatic execution of high-priority computer programs that have been designed to preempt the use of computer resources is referred as

- (a) Foreground processing
- (b) background processing
- (c) black processing
- (d) white processing
- (e) All of the above

Ans-A

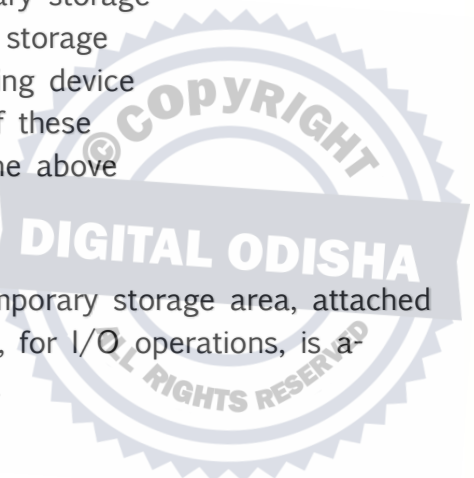
353. Auxiliary storage is

- (a) Secondary storage
- (b) Primary storage
- (c) Processing device
- (d) None of these
- (e) All of the above

Ans-A

354. A temporary storage area, attached to the CPU, for I/O operations, is a-

- (a) Channel
- (b) Buffer
- (c) Register
- (d) Core



(e) None of these

Ans-B

355. In Microsoft Word shortcut key CTRL+R is used for

- (a) Open the Print dialog box
- (b) Update the current Web page
- (c) Close the current window
- (d) None of these
- (e) All of the above

Ans-B

356. Internal Memory in a Central Processing Unit Comprises of which of the following?

- (a) Bus
- (b) A set of ALUs
- (c) A set of registers
- (d) Ward disk memory
- (e) All of these

Ans-C

357. In Windows operating system the shortcut key CTRL+W is used for

- (a) Open the Print dialog box
- (b) Update the current Web page
- (c) Close the current window
- (d) None of these
- (e) All of the above

Ans-C

358. Condensing output data to exhibit specific information is

- (a) Calculating
- (b) Recording
- (c) Merging
- (d) Summarising

(e) None of the above

Ans-D

359. In Windows operating system the shortcut key CTRL+H is used for

- (a) Open the Organize Favorites dialog box
- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-D

360. is not available on the Ruler of MS Word screen

- (a) Centre Indent
- (b) Right Indent
- (c) Left Indent
- (d) Tab stop box
- (e) None of these

Ans-A

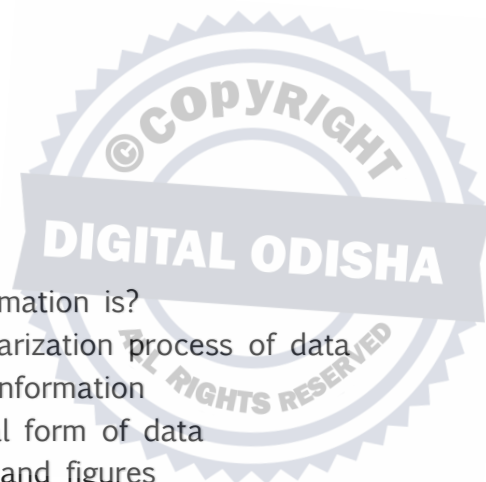
361. Which of the following refers to a small, single-site network?

- (a) LAN
- (b) DSL
- (c) RAM
- (d) USB
- (e) CPU

Ans-A

362. Information is?

- (a) Summarization process of data
- (b) Data Information
- (c) Textual form of data
- (d) Facts and figures
- (e) None of these



Ans-A

363. To insert a new slide in a presentation, press

- (a) CTRL + N
- (b) CTRL + M
- (c) CTRL + O
- (d) CTRL + S
- (e) CTRL + F

Ans-B

364. In Excel when a label is too long to fit within a worksheet cell, you typically must

- (a) Shorten the label
- (b) Increase the column width
- (c) Decrease the column width
- (d) Adjust the row height
- (e) All of the above

Ans-B

365. In Microsoft Word shortcut for paste is

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-C

366. _____ is a point and draw device.

- (a) Scanner
- (b) Printer
- (c) Mouse
- (d) Keyboard
- (e) CD-ROM

Ans-C

367. In Excel Documentation should include

- (a) Destination and users of the output data
- (b) Source of input data
- (c) Information on the purpose of the workbook
- (d) All of the above
- (e) All of the above

Ans-D

368. Which of the following groups consist of only output devices?

- (a) Scanner, Printer, Monitor
- (b) Keyboard, Printer, Monitor
- (c) Mouse, Printer, Monitor
- (d) Plotter, Printer, Monitor
- (e) None of these

Ans-D

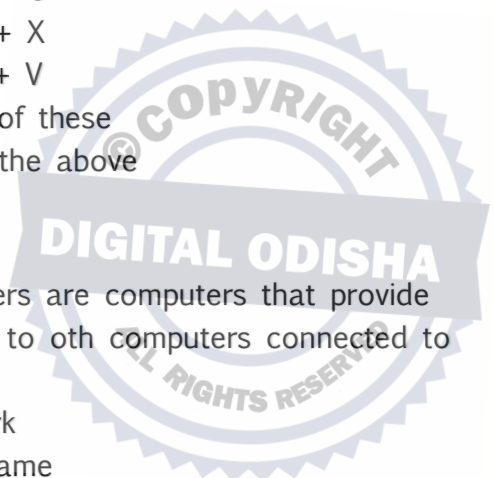
369. In Windows operating system to copy something the following shortcut is used

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-A

370. Servers are computers that provide resources to other computers connected to a

- (a) network
- (b) mainframe
- (c) supercomputer
- (d) client



(e) None of these

Ans-A

371. URL stands for.

- (a) Uniform Resource Locator
- (b) Universal resource locator
- (c) Address bar
- (d) All 1, 2 & 3 are correct
- (e) None of these

Ans-A

372. A _____ is not a form of Biometrics.

- (a) fingerprint
- (b) password
- (c) retina scan
- (d) breath scan
- (e) None of these

Ans-B

374. _____ is the process of carrying out commands.

- (a) Fetching
- (b) Storing
- (c) Executing
- (d) Decoding
- (e) None of these

Ans-C

375. Primary memory is used by the ?

- (a) user
- (b) input device
- (c) CPU
- (d) all of these
- (e) None of these

Ans-C

376. Information travels between components on the mother board through-

- (a) Flash memory
- (b) CMOS
- (c) Bays
- (d) Buses
- (e) Peripherals

Ans-D

377. _____ is a form of permanent memory that holds all the instructions the computer needs to start up and does not get erased when the power is turned off.

- (a) The Network Interface Card
- (b) The CPU
- (c) RAM
- (d) ROM
- (e) None of these

Ans-D

378. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- (a) 8 and 72
- (b) 8 and 64
- (c) 12 and 72
- (d) None of above
- (e) None of the Above

Ans-A

379. In Windows operating system one press F1 key to

- (a) Display help
- (b) Cut
- (c) Paste
- (d) None of these
- (e) All of the above

Ans-A

380. Which of the following methods cannot be used to edit the contents of a cell in Excel?

- (a) Press the Alt key
- (b) Clicking the formula bar
- (c) Pressing the F2 key
- (d) Double clicking the cell
- (e) All of the above

Ans-A

381. What are small high speed memory units used for storing temporary results?

- (a) All of the above
- (b) Registers
- (c) Control unit
- (d) CPUs
- (e) None of these

Ans-B

382. In laser printers, printing is achieved by deflecting laser beam on to surface of a drum

- (a) magnetized
- (b) photosensitive
- (c) magnetic
- (d) Either 1 or 2
- (e) None of these

Ans-B

383. IP address contains Bits.

- (a) 8 bits
- (b) 16 bits
- (c) 32 bits
- (d) 40 bits
- (e) None of these

Ans-C

384. A spooler is a (n):

- (a) location in memory that maintains the contents of a document until it prints out
- (b) Print job
- (c) Program that coordinates the print jobs that are waiting to print
- (d) Message sent from the printer to the operating system when a print job is completed
- (e) None of these

Ans-C

385. Computer network is a

- (a) A distributed data processing system
- (b) Multiple computers are linked together for the purpose of data communication and resource sharing
- (c) Both A & B are false
- (d) Both A & B are true
- (e) All of the above

Ans-D

386. How are data organized in a spreadsheet?

- (a) Lines & amp spaces
- (b) Layers & Planes
- (c) Height & amp Width
- (d) Rows & Columns
- (e) None of these

Ans-D

387. Which storage device cannot be erased?

- (a) A CD-ROM
- (b) None of these
- (c) Magnetic tape storage

- (d) All of the above-
- (e) A floppy disk

Ans-E

388. In second generation, ... language were introduced after binary language

- (a) Assembly level language
- (b) High level language
- (c) Low level language
- (d) Data definition language
- (e) Structured query language

Ans-A

389. A program that generally has more user-friendly interface than a DBMS is called a?

- (a) front end
- (b) back end
- (c) form
- (d) None of these

Ans-A

390. A method of providing virtual memory

- (a) Segmentation
- (b) De-fragmentation
- (c) Paging
- (d) None of these
- (e) All of the above

Ans-A

391. Instructions and memory address are represented by

- (a) Character code
- (b) Binary code
- (c) Binary word
- (d) Parity bit
- (e) Bite code

Ans-B

392. is the detailed written description of the programming cycle and the program accompanied by the test results and a printout of the program.

- (a) Output
- (b) Spec Sheets
- (c) Documentation
- (d) Report
- (e) Detail sheet

Ans-B

393. Which of the following is true?

- (a) Byte is a single digit in a binary number
- (b) Bit represents a grouping of digital numbers
- (c) Eight-digit binary number is called a byte
- (d) Eight-digit binary number is called a bit
- (e) None of these

Ans-C

394. In Microsoft Word shortcut key CTRL + W is used for

- (a) Open the Print dialog box
- (b) Update the current web page
- (c) Close the current window
- (d) None of these
- (e) All of the above

Ans-C

395. In Excel advantage of using a spreadsheet is

- (a) calculations can be done automatically.
- (b) changing data automatically updates calculations

- (c) more flexibility
- (d) all of the above
- (e) All of the above

Ans-D

396. In Microsoft Word shortcut key CTRL + H is used for

- (a) Open the Organize Favorites dialog box
- (b) Open the Search bar
- (c) Start the Find utility
- (d) Open the History bar
- (e) All of the above

Ans-D

397. CUI stands for

- (a) Character User Interface
- (b) Central User Intercom
- (c) Common User Interface
- (d) Control User Interface
- (e) None of these

Ans-A

398. A _____ typically connects personal computers within a very limited geographical area, usually within a single building.

- (a) LAN
- (b) BAN
- (c) TAN
- (d) NAN
- (e) None of these

Ans-A

399. Which computers are used in the weather forecasting industry?

- (a) Super computers

- (b) Notebook computers
- (c) Jon Von Neumann computers
- (d) All of the above
- (e) None of these

Ans-A

400. In Windows operating system to move backward through the tabs

- (a) CTRL+TAB
- (b) CTRL+SHIFT+TAB
- (c) SHIFT+TAB
- (d) None of these
- (e) All of the above

Ans-B

401. In Windows operating system these are small pictures that represent files, folders, programs, and other items. Each one is used to make the computer do something.

- (a) Sidebar
- (b) Icons
- (c) Taskbar
- (d) None of these
- (e) All of the above

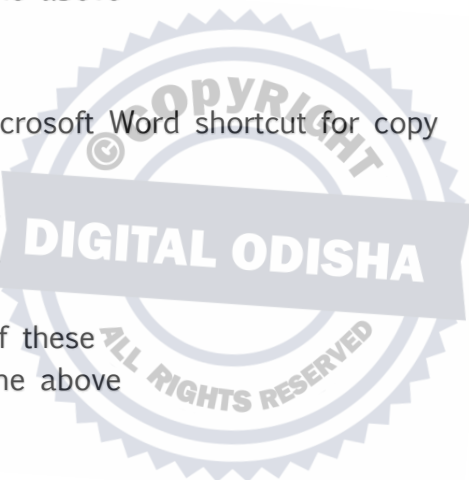
Ans-B

402. In Microsoft Word shortcut for copy is

- (a) CTRL+C
- (b) CTRL+X
- (c) CTRL+V
- (d) None of these
- (e) All of the above

Ans-C

403. Disk access time is-



- (a) seek time
- (b) Latency time
- (c) Seek time + Latency time
- (d) Disk time
- (e) None of these

Ans-C

404. When writing a document, you can use the feature to find an appropriate word or an alternative word if you find yourself stuck for the right word.

- (a) dictionary
- (b) word finder
- (c) encyclopedia
- (d) thesaurus
- (e) None of these

Ans-D

405. File shrinks the size of a file so it requires less storage space.

- (a) scanning
- (b) synthesizing
- (c) defragmenting
- (d) compression
- (e) None of these

Ans-D

406. In Microsoft Word system to copy something the following shortcut is used

- (a) CTRL+C
- (b) CTRL+X
- (c) CTRL+V
- (d) None of these
- (e) All of the above

Ans-A

407. A shares hardware, software, and data among authorized users.

- (a) network
- (b) protocol
- (c) hyperlink
- (d) transmitter
- (e) None of these

Ans-A

408. Digitizer is an input device

- (a) Used to convert graphic and pictorial data into binary inputs for a digital computer
- (b) Used to convert graphic and pictorial data into analog inputs for a digital computer.
- (c) Used for debugging
- (d) None of these
- (e) All of the above

Ans-A

409. Hard disk drives are considered

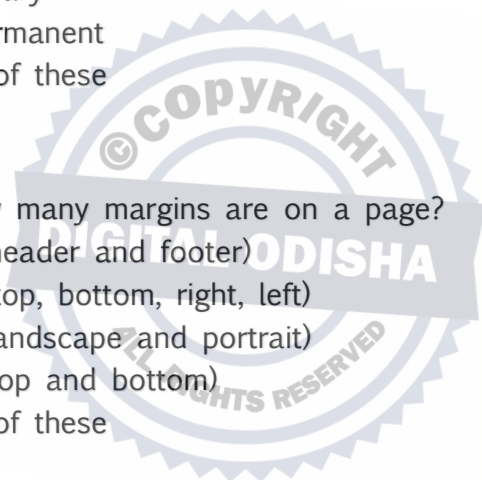
- (a) flash
- (b) non-volatile
- (c) temporary
- (d) nonpermanent
- (e) None of these

Ans-B

410. How many margins are on a page?

- (a) Two (header and footer)
- (b) Four (top, bottom, right, left)
- (c) Two (landscape and portrait)
- (d) Two (top and bottom)
- (e) None of these

Ans-B



411. The Word FTP stands for?

- (a) File Translate Protocol
- (b) File Transit Protocol
- (c) File Transfer protocol
- (d) file typing protocol
- (e) None of these

Ans-C

412. The_____tells the computer how to use its components.

- (a) utility
- (b) network
- (c) operating system
- (d) application program
- (e) None of these

Ans-C

413. In Excel which is not an advantage of using computerized spreadsheets?

- (a) Flexibility of moving entries
- (b) Speed of calculation
- (c) Ability of generate tables
- (d) Cost of initial setup
- (e) All of the above

Ans-D

414. In Microsoft PowerPoint the following should be used with the mouse when you want to draw a perfect shape

- (a) The spacebar
- (b) The alt key
- (c) The ctrl key
- (d) The shift key
- (e) All of the above

Ans-D

415. How many bits of information can each memory cell in a computer chip hold?

- (a) 8 bits
- (b) 1 bit
- (c) 0 bits
- (d) All of the above
- (e) None of these

Ans-A

416. In Windows operating system shortcut key Windows Logo+F1

- (a) Display Windows Help
- (b) Lock the keyboard
- (c) Open the Run dialog box
- (d) Open Utility Manager
- (e) All of the above

Ans-A

417. In Excel the following will not cut information

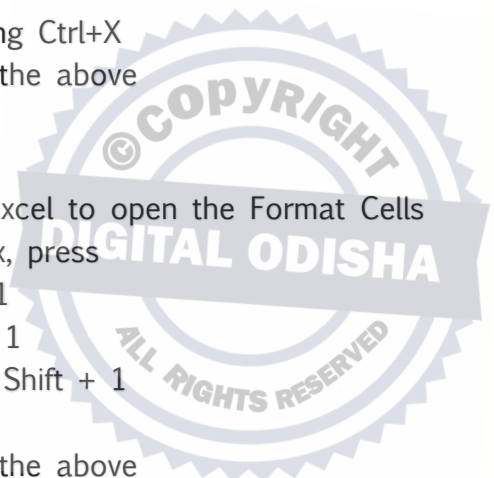
- (a) Pressing Ctrl + C
- (b) Selecting Edit>Cut from the menu
- (c) Clicking the Cut button on the standard
- (d) Pressing Ctrl+X
- (e) All of the above

Ans-A

418. In Excel to open the Format Cells dialog box, press

- (a) Alt + 1
- (b) Ctrl + 1
- (c) Ctrl + Shift + 1
- (d) F1
- (e) All of the above

Ans-B



419. Who was the inventor of world wide web ?

- (a) Marks Zuckerberg
- (b) Tim Berners Lee
- (c) Thomas Reardon
- (d) Ray Tomlinson
- (e) Henery A Rowland

Ans-B

420. An example of an embedded system is ?

- (a) A CD-ROM
- (b) A machine tool
- (c) A calculator
- (d) All of the above
- (e) None of these

Ans-A

421. In Excel all worksheet formula

- (a) Manipulate values
- (b) Manipulate labels
- (c) Return a formula result
- (d) Use the addition operator
- (e) All of the above

Ans-C

422. APL is

- (a) A high level language for specifying complex algorithms.
- (b) A real-time language primarily for scientific applications.
- (c) Only A is true
- (d) Both A & B are true
- (e) All of the above

Ans-D

423. How are data organised in a spreadsheet?

- (a) Lines and spaces
- (b) Layers and planes
- (c) Height and width
- (d) Rows and columns
- (e) None of these

Ans-D

424. Magnetic tape is not practical for applications where data must be quickly recalled because tape is:

- (a) A random-access medium
- (b) A sequential access medium
- (c) A read only medium
- (d) Fragile and easily damaged
- (e) An expensive storage medium

Ans-E

425. Which one of the following is not an internal DOS command?

- (a) BACKUP
- (b) COPY
- (c) CLS
- (d) BREAK
- (e) None of these

Ans-A

426. A method of using a communication channel in which signals can be transmitted between a source and a destination in both directions simultaneously is called

- (a) Full duplex
- (b) Half duplex
- (c) Quarter duplex
- (d) None of these
- (e) All of the above

Ans-A

427. In Windows operating system shortcut CTRL+A is to

- (a) Select all
- (b) Highlight a block of text
- (c) Delete something
- (d) Paste something
- (e) All of the above

Ans-A

428. The father of Modern Computer is

- (a) Charles Babbage
- (b) Von-neumann
- (c) Danies Ritchel
- (d) Blaise Pascal
- (e) None

Ans-B

429. Before data can be transmitted, they must be transformed to

- (a) periodic signals
- (b) electromagnetic signals
- (c) aperiodic signals
- (d) low-frequency sine waves
- (e) None of these

Ans-B

430. Which of the following is NOT a type of broadband Internet connection?

- (a) cable
- (b) DSL
- (c) Dial-up
- (d) Satellite
- (e) None of these

Ans-C

431. Specialized programs that allow particular input or output devices to communicate with the rest of the computer system are called.

- (a) operating systems
- (b) utilities
- (c) device drivers
- (d) language translators
- (e) Connectors

Ans-C

432. In Microsoft PowerPoint you can edit an embedded organization chart object by

- (a) Clicking edit object
- (b) Double clicking the organization chart object
- (c) Right clicking the chart object, then clicking edit MS-Organization Chart object
- (d) (B) and (C)
- (e) All of the above

Ans-D

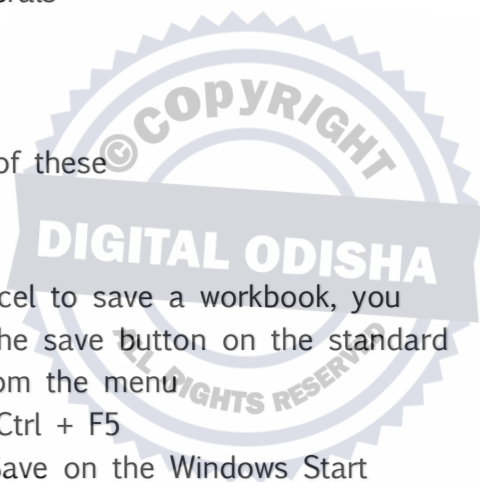
433. Which of the following transforms input data into output data?

- (a) Peripherals
- (b) RAM
- (c) ROM
- (d) CPU
- (e) None of these

Ans-D

434. In Excel to save a workbook, you

- (a) Click the save button on the standard toolbar from the menu
- (b) Press Ctrl + F5
- (c) Click Save on the Windows Start button
- (d) Select Edit> Save



(e) All of the above

Ans-A

435. End means?

- (a) Logical end of a program
- (b) Physical end of a program
- (c) Both 1 and 2
- (d) all of the above
- (e) None of these

Ans-A

436. A scientific institution performing intensive mathematical operations for a complex model that required extremely powerful computing capabilities will most likely use a (n):

- (a) Supercomputer
- (b) PC
- (c) mainframe
- (d) ISP
- (e) None of these

Ans-A

437. The following typically occurs in the output phase of a computer based information system

- (a) Data is put into the computer for processing
- (b) Information is produced in hardcopy / softcopy form
- (c) Mathematical calculations are performed
- (d) All of the above.
- (e) All of the above

Ans-B

438. Advantage of a multiprogramming system is

- (a) simultaneous execution of program instructions from two applications
- (b) concurrent processing of two or more programs
- (c) single processing at a time
- (d) none of these
- (e) All of the above

Ans-B

439. In Microsoft Word to paste something after cutting the following shortcut is used

- (a) CTRL + C
- (b) CTRL + X
- (c) CTRL + V
- (d) None of these
- (e) All of the above

Ans-C

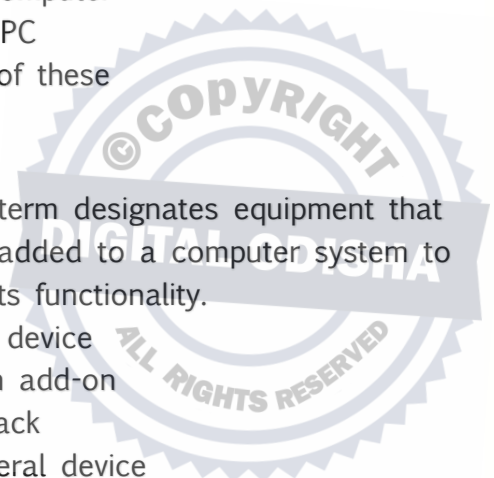
440. A computer-intensive problem runs on a.

- (a) server
- (b) mainframe
- (c) supercomputer
- (d) super PC
- (e) None of these

Ans-C

441. The term designates equipment that might be added to a computer system to enhance its functionality.

- (a) digital device
- (b) system add-on
- (c) disk pack
- (d) peripheral device
- (e) None of these



Ans-D

442. Which button on the quick access toolbar allow you to cancel your recent commands or action.

- (a) Search
- (b) Cut
- (c) Document
- (d) Undo
- (e) None of these

Ans-D

443. In Windows operating system to move forward through the tabs

- (a) CTRL + TAB
- (b) CTRL + SHIFT + TAB
- (c) SHIFT + TAB
- (d) None of these
- (e) All of the above

Ans-A

444. The linking of computers with a communication system is called

- (a) Networking
- (b) Pairing
- (c) Interlocking
- (d) Assembling
- (e) Sharing

Ans-A

445. The checking operation performed on input is called

- (a) validation of data
- (b) verification of data
- (c) Verification of data
- (d) control of data
- (e) All of the above

Ans-A

446. Most mail program automatically complete the following two parts in an e-mail

- (a) From: and Body:
- (b) From: and Date:
- (c) From: And To:
- (d) From: and Subject:
- (e) None of these

Ans-B

447. A selection, choice, or condition involving two possibilities is referred as

- (a) Unary
- (b) Binary
- (c) Octal
- (d) None of these
- (e) All of the above

Ans-B

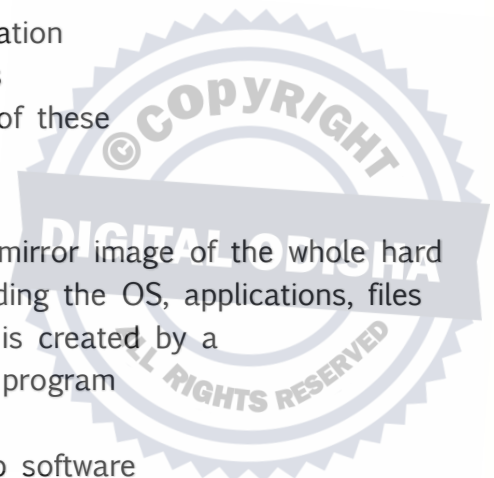
448. The basic goal of computer process is to convert data into

- (a) Files
- (b) tables
- (c) information
- (d) graphs
- (e) None of these

Ans-C

449. The mirror image of the whole hard disk including the OS, applications, files and data is created by a

- (a) Utility program
- (b) Driver
- (c) Backup software
- (d) OS
- (e) None of these.



Ans-C

450. Which key is used in combination with another key to perform a specific task?

- (a) function
- (b) arrow
- (c) space bar
- (d) control
- (e) None of these

Ans-D

451. What are connector symbol?

- (a) They are used in a flowchart
- (b) It represents a junction in a flow line
- (c) Often used to transfer flow between different pages of a lengthy chart
- (d) All the above
- (e) None of these

Ans-D

452. Extended ASCII uses

- (a) 8 bits for coding
- (b) 9 bits for coding
- (c) 10 bits for coding
- (d) 11 bits for coding
- (e) All of the above

Ans-A

453. Portability is program ability to run on

- (a) dissimilar machines with minimum modification
- (b) similar machines with maximum modification
- (c) dissimilar machines with maximum modification

(d) similar machines with maximum modification

(e) All of the above

Ans-A

454. Hard copy is a term used to describe ...?

- (a) Printed output
- (b) Writing on a hard board
- (c) Storing information on the hard disk
- (d) All of the above
- (e) None of these

Ans-A

455. Which cannot be used to close the Word application

- (a) ALT + F4
- (b) File- & gt Close
- (c) File- & gt Exit
- (d) X button in the word window
- (e) None of these

Ans-B

456. Which of the following deals with data organized in rows and columns?

- (a) Matrix
- (b) Spreadsheet
- (c) Word document
- (d) PPT
- (e) MS Paint

Ans-B

457. In Excel worksheet range is a

- (a) A command used for data modeling
- (b) A range of values such as from 23 to 234
- (c) A group of cells

- (d) A group of worksheets
- (e) All of the above

Ans-C

458. What is gutter margin?

- (a) Margin that is added to the left margin when printing
- (b) Margin that is added to right margin when printing
- (c) Margin that is added to the binding side of page when printing
- (d) Margin that is added to the outside of the page when printing
- (e) None of these

Ans-C

459. In Excel you can print

- (a) A range of cells by range name
- (b) An entire worksheet
- (c) A single worksheet
- (d) All of the above
- (e) All of the above

Ans-D

460. A is a computer connected to two networks.

- (a) link
- (b) server
- (c) gateway
- (d) bridge way
- (e) None of these

Ans-D

461. A firewall is

- (a) A software program
- (b) A virus program
- (c) A Hardware

- (d) All the above
- (e) Only and 3

Ans-E

462. Archive is

- (a) Backup storage
- (b) Forward operation
- (c) Primary storage
- (d) None of these
- (e) All of the above

Ans-A

463. A language that refers to the way people think mathematically is called as

- (a) Functional language
- (b) Cross-platform language
- (c) Event driven programming language
- (d) all of the above
- (e) None of these

Ans-A

464. In Microsoft Word shortcut CTRL + A is to

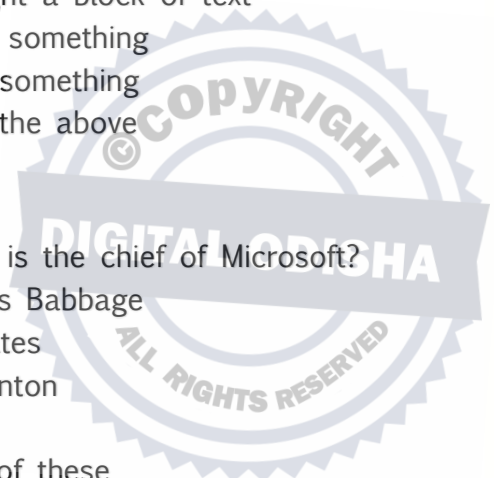
- (a) Select all
- (b) Highlight a block of text
- (c) Delete something
- (d) Paste something
- (e) All of the above

Ans-A

465. Who is the chief of Microsoft?

- (a) Charles Babbage
- (b) Bill Gates
- (c) Bill Clinton
- (d) Bush
- (e) None of these

Ans-B



466. Graphics for word processor

- (a) Peripheral
- (b) Clip art
- (c) Highlight
- (d) Execute
- (e) All of the above

Ans-B

467. In Excel... .. is a group of cells that form a rectangle on the screen.

- (a) Calculation
- (b) Formula
- (c) Range
- (d) Range address
- (e) All of the above

Ans-C

468. Excel worksheet cells work very similarly to what common element of the windows graphical user interface

- (a) Option buttons
- (b) List boxes
- (c) Text boxes
- (d) Combo boxes
- (e) All of the above

Ans-C

469. Control Unit of a digital computer is often called the

- (a) Clock
- (b) Nerve center
- (c) ICs
- (d) All of the above
- (e) None of these

Ans-D

470. What do you use to create a chart?

- (a) Pie Wizard
- (b) Excel Wizard
- (c) Data Wizard
- (d) Chart Wizard
- (e) None of these

Ans-D

471. Which of the following is a popular programming language for developing multimedia web pages, websites, and web-based applications?

- (a) COBOL
- (b) Java
- (c) BASIC
- (d) Assembler
- (e) None of these

Ans-A

472. Where are programs and data kept while the processor is using them?

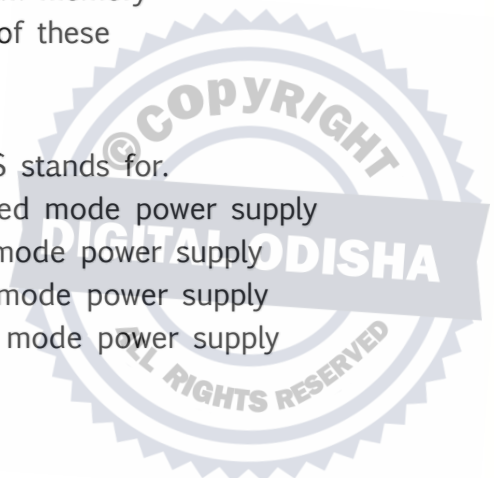
- (a) Main memory
- (b) Secondary memory
- (c) Disk memory
- (d) Program memory
- (e) None of these

Ans-A

473. SMPS stands for.

- (a) Switched mode power supply
- (b) Start mode power supply
- (c) Store mode power supply
- (d) Single mode power supply
- (e) None

Ans-A



474. PU can transmit at a time to main memory and to input and output devices

- (a) Data width
- (b) Bus width
- (c) Memory width
- (d) Capacity
- (e) None of these

Ans-B

475. In Microsoft PowerPoint the following is not an option when printing handouts

- (a) Six slides per page
- (b) Five slides per page
- (c) Three slides per page
- (d) Two slides per page
- (e) All of the above

Ans-B

476. In Windows operating system to move backward through the options

- (a) CTRL + TAB
- (b) CTRL + SHIFT + TAB
- (c) SHIFT + TAB
- (d) None of these
- (e) All of the above

Ans-C

477. Personal computers can be connected together to form a.

- (a) server
- (b) super computer
- (c) network
- (d) enterprise
- (e) None of these

Ans-C

478. The term --- designate equipment that might be added to a computer system to enhance. Its functionality.

- (a) Digital device
- (b) system add
- (c) Disk pack
- (d) Peripheral device
- (e) None of these

Ans-D

479. The software that allows users to surf the Internet is called a / an

- (a) Search engine
- (b) Internet Service Provider (ISP)
- (c) Multimedia application
- (d) Browser
- (e) None of these

Ans-B

480. In Windows operating system shortcut CTRL + C is used for

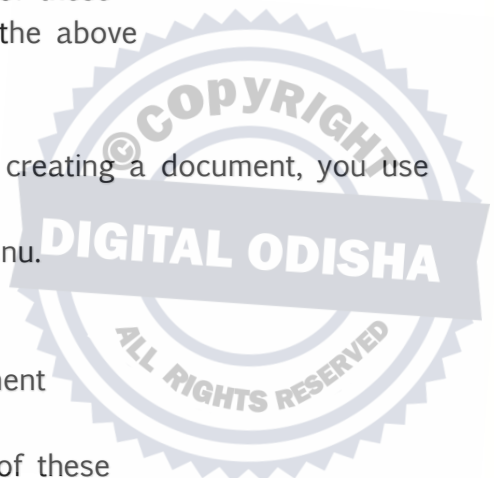
- (a) Cut
- (b) Paste
- (c) Copy
- (d) None of these
- (e) All of the above

Ans-A

481. For creating a document, you use command at File Menu.

- (a) New
- (b) Open
- (c) Document
- (d) Type
- (e) None of these

Ans-A



482. In Microsoft PowerPoint in order to see all the slides on one screen use

- (a) View, slide sorter
- (b) View, slide
- (c) View, master
- (d) View, slide show
- (e) All of the above

Ans-A

483. Which key is used in combination with another key to perform a specific task?

- (a) Function
- (b) Control
- (c) Arrow
- (d) Space bar
- (e) None of these

Ans-B

484. A number system with a base of two is referred as

- (a) Unary number system
- (b) Binary number system
- (c) Octal number system
- (d) None of these
- (e) All of the above

Ans-B

485. In Excel which menu option can be used to split windows into two

- (a) Format> window
- (b) View> window> split
- (c) Window> split
- (d) View> split
- (e) All of the above

Ans-C

486. Which of the following was (were) not used in first-generation computers?

- (a) vacuum tubes
- (b) punch cards
- (c) magnetic core
- (d) all of the above
- (e) All of the above

Ans-C

487. Which key is used in combination with another key to perform a specific task?

- (a) function
- (b) arrow
- (c) space bar
- (d) control
- (e) None of these

Ans-D

488. Which of the following is true concerning personal computers?

- (a) They have been most successful in the home.
- (b) They are user friendly
- (c) No specific programming technique required
- (d) All the above.
- (e) All of the above

Ans-D

489. In Excel on an excel sheet the active cell is indicated by

- (a) A dark wide border
- (b) A dotted border
- (c) A blinking border
- (d) None of above
- (e) All of the above

Ans-A

490. ASCII File is

- (a) document file in the universally recognized text format
- (b) Word processor
- (c) System file
- (d) None of these
- (e) All of the above

Ans-A

491. In Excel the following setup options cannot be set in the page setup dialog box?

- (a) Printer selection
- (b) Vertical or horizontal placement
- (c) Orientation
- (d) Row and column titles
- (e) All of the above

Ans-A

492. Information on a computer is stored as

- (a) analog data
- (b) digital data
- (c) modem data
- (d) watts data
- (e) None of these

Ans-B

493. In Microsoft PowerPoint toolbars that are displayed by default in the PowerPoint window

- (a) Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar
- (b) Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar

(c) Standard toolbar, formatting toolbar, drawing toolbar, status bar

(d) Menu bar, standard toolbar, status bar, drawing toolbar

(e) All of the above

Ans-B

494. All of the following statements concerning files are true EXCEPT:

(a) A file is a collection of related pieces of information stored together for easy reference.

(b) Files can be generated from an application

(c) Files are stored in RAM

(d) Files should be organized in folders.

(e) None of these

Ans-C

495. The term bit is short for

(a) megabyte

(b) binary language

(c) binary digit

(d) binary number

(e) None of these

Ans-C

496. In Excel you can create only a horizontal page break by first selection

(a) A row below the row where you want the page break to occur.

(b) A cell in row 1

(c) A cell in column A

(d) a and C

(e) All of the above

Ans-D

497. Following is not the form of secondary storage

- (a) Magnetic tape
- (b) CD's
- (c) Disk
- (d) Hard disk
- (e) All of the above

Ans-D

498. Which of the following is not a type of key?

- (a) Alphabetic Keys
- (b) Numeric keys
- (c) Function keys
- (d) Toggle keys
- (e) None of these

Ans-E

499. The capacity of a communication channel is measured in

- (a) Bandwidth
- (b) Bit capacity
- (c) Baud rate
- (d) Data flow
- (e) Store data

Ans-A

500. The first spam email was sent by

- (a) Gary Thuerk
- (b) Adi Shamir
- (c) Alan Kay
- (d) Charles Thomas
- (e) Henry Phillips

Ans-A

501. The following are basic types of record access methods

- (a) sequential and random
- (b) direct and immediate
- (c) sequential and indexed
- (d) on-line and real-time
- (e) All of the above

Ans-A

502. Cyberspace is being governed by a system of law and regulation called?

- (a) Civil Law
- (b) Criminal Law
- (c) Electronic Law
- (d) Cyber Law
- (e) Cyber Authority

Ans-B

503. Which application is used to prepare a presentation / slide show?

- (a) Photoshop
- (b) Power Point
- (c) Outlook Express
- (d) Internet explorer
- (e) All of the above

Ans-B

504. In Excel the drag and drop method of copying or moving

- (a) Can be used between worksheets but not workbooks
- (b) Can be used between workbooks but not worksheets
- (c) Can be used between workbooks but not worksheets
- (d) None
- (e) All of the above

Ans-C

505. In Microsoft PowerPoint the following provides a printed copy of your presentation

- (a) Outline
- (b) Speaker notes
- (c) Audience handouts
- (d) All of the above
- (e) All of the above

Ans-C

506. In MICR, C stands for

- (a) Code
- (b) Color
- (c) Computer
- (d) Character
- (e) None of these

Ans-D

507. What do you use to create a chart?

- (a) Pie Wizard
- (b) Excel Wizard
- (c) Data Wizard
- (d) Chart Wizard
- (e) None of these

Ans-D

508. A tuple is a

- (a) column of a table
- (b) two-dimensional table
- (c) row of a table
- (d) key of a table
- (e) None of these

Ans-A

509. Four of the following five are alike in a certain way and so form a group. Which is the one that does not belong to the group?

- (a) MESH
- (b) SAFARI
- (c) AVANT
- (d) GOOGLE CHROME
- (e) MOZILLA FIREFOX

Ans-A

510. The errors that can be pointed out by the compiler are:

- (a) Syntax error
- (b) Symantic error
- (c) Logical error
- (d) Internal error
- (e) None of these

Ans-A

511. In Excel it is acceptable to let long text flow into adjacent cells on a worksheet when

- (a) Data will be entered in the adjacent cells
- (b) No data will be entered in the adjacent cells
- (c) There is not suitable abbreviation of the text
- (d) There is not time to format the Text
- (e) All of the above

Ans-B

512. In Microsoft PowerPoint the following presentation elements can you modify using the slide master

- (a) Slide comments
- (b) Slide transitions

- (c) Speaker note font and color
- (d) All of above
- (e) All of the above

Ans-A

513. What is the standard code the computer industry created to represent characters?

- (a) DASI
- (b) ASSH
- (c) ASCII
- (d) BASCII
- (e) EPROM

Ans-C

514. In Windows operating system it sits at the bottom of windows desktop screen. It shows you which programs are running and allows you to switch between them. It also contains the Start button which one can use to access programs, folders, and computer settings.

- (a) Sidebar
- (b) Icons
- (c) Taskbar
- (d) None of these
- (e) All of the above

Ans-C

515. The term designates equipment that might be added to a computer system to enhance its functionality.

- (a) digital device
- (b) system add-on
- (c) disk pack
- (d) peripheral device
- (e) None of these

Ans-D

516. The software that allows users to surf the Internet is called a / an

- (a) Search engine
- (b) Internet Service Provider (ISP)
- (c) Multimedia application
- (d) Browser
- (e) None of these

Ans-D

517. In Microsoft Word shortcut CTRL + C is used for

- (a) Cut
- (b) Paste
- (c) Copy
- (d) None of these
- (e) All of the above

Ans-A

518. Bubble Memory is

- (a) nonvolatile
- (b) volatile
- (c) permanent
- (d) None of these
- (e) All of the above

Ans-A

519. Technique of using disk space to make programs believe that the system contains more random access memory (RAM) than is actually available is called

- (a) Virtual memory
- (b) Secondary memory
- (c) Primary memory
- (d) None of these
- (e) All of the above

Ans-A

520. When the pointer is available on a it is

shaped like a hand.

- (a) Grammar error
- (b) Hyperlink
- (c) Screen tip
- (d) Spelling error
- (e) Formatting error

Ans-B

521. In Windows operating system shortcut DELETE is for

- (a) Undo something
- (b) Delete something
- (c) Paste something
- (d) None of these
- (e) All of the above

Ans-B

522. FORTRAN is

- (a) Formula Translation
- (b) A high-level mathematically oriented programming language
- (c) Both A & B
- (d) None of these
- (e) All of the above

Ans-C

523. In Microsoft PowerPoint the following is the default page setup orientation for notes pages, outlines and handouts

- (a) Vertical
- (b) Landscape
- (c) Portrait
- (d) None of above
- (e) All of the above

Ans-C

524. GUI is the acronym for:

- (a) Generation User Interface
- (b) General User Interface
- (c) Graphical User Instruction
- (d) Graphical User Interface
- (e) None of these

Ans-D

525. The rectangular area of the screen that displays a program, data, and / or information is a

- (a) title bar
- (b) button
- (c) dialog box
- (d) window
- (e) None of these

Ans-D

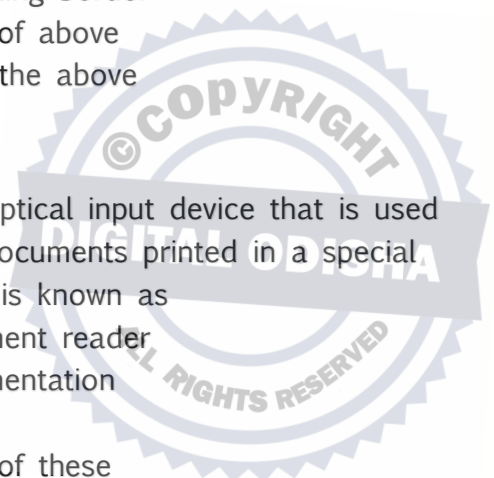
526. In Excel on an Excel sheet the active cell is indicated by

- (a) A dark wide border
- (b) A dotted border
- (c) A blinking border
- (d) None of above
- (e) All of the above

Ans-A

527. An optical input device that is used to read documents printed in a special type font is known as

- (a) Document reader
- (b) Documentation
- (c) Printer
- (d) None of these
- (e) All of the above



Ans-A

528. Which type of resource does have greater probability to become shared resource in a computer network?

- (a) Printers
- (b) Speakers
- (c) Floppy Disc Drivers
- (d) Keyboards
- (e) None of these

Ans-A

529. applications refers to those applications in which text, sound, graphics, motion video and animation are all combined.

- (a) Animation
- (b) Multimedia
- (c) Maxmedia
- (d) Flash
- (e) None of these

Ans-B

530. In Microsoft PowerPoint the best place to find animated images for your presentation

- (a) Microsoft online
- (b) Word clipart
- (c) PowerPoint tools and ins
- (d) All of the above
- (e) All of the above

Ans-B

531. Primary advantage of key-to-tape data-entry systems

- (a) A large percentage of editing can be performed at the time of data entry

- (b) Key verification is easily performed
- (c) The tape is reusable
- (d) Keying errors can be detected as they occur
- (e) All of the above

Ans-C

532. The central processing unit contains which of the following as a component?

- (a) Memory Regulation Unit
- (b) Flow Control Unit
- (c) Arithmetic Logic Unit
- (d) Instruction Manipulation Unit
- (e) None of these

Ans-C

533. In Excel you can create hyperlinks from the Excel workbook to

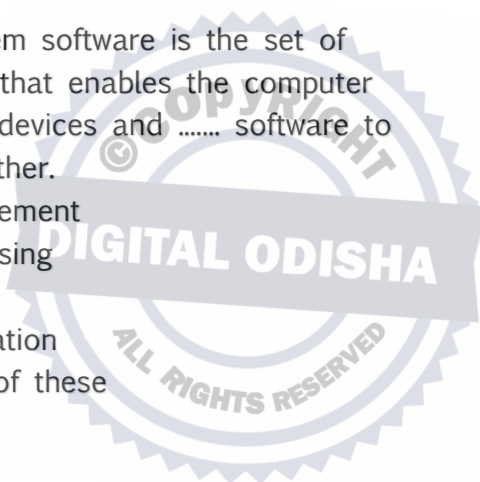
- (a) A webpage on company internet
- (b) A web page on the internet
- (c) Other Office application documents
- (d) All
- (e) All of the above

Ans-D

534. System software is the set of programs that enables the computer hardware devices and software to work together.

- (a) Management
- (b) Processing
- (c) Utility
- (d) Application
- (e) None of these

Ans-D



535. In word, what combination of keys do you press to delete an entire word?

- (a) Ctrl + del
- (b) Alt + del
- (c) Shift + Backspace
- (d) Shift + Alt + del
- (e) None of these

Ans-E

536. A coding structure in which characters are represented by means of a series of parallel bars is

- (a) Bar Code
- (b) Menu bar
- (c) Numeric bar
- (d) None of these
- (e) All of the above

Ans-A

537. BIOS is responsible for

- (a) handling the particulars of input / output operations
- (b) output operations
- (c) input operations
- (d) None of these
- (e) All of the above

Ans-A

538. A storage device or medium where the access time is dependent upon the location of the data is called

- (a) Serial access
- (b) Parallel access
- (c) Null access
- (d) None of these
- (e) All of the above

Ans-A

539. In Excel you can edit a cell by

- (a) Clicking the formula button
- (b) Double clicking the cell to edit it in-place
- (c) Selecting Edit> Edit Cell from the menu
- (d) None of above
- (e) All of the above

Ans-B

540. In a database, information should be organized and accessed according to which of the following?

- (a) Physical position
- (b) Logical structure
- (c) Data dictionary
- (d) Physical structure
- (f) None of these

Ans-B

541. Which among the following is a diskette?

- (a) Cartridge
- (b) Toner
- (c) Floppy
- (d) CD
- (e) Hard Disk

Ans-C

542. Data going into the computer is called?

- (a) Output
- (b) Algorithm
- (c) Input
- (d) Calculations
- (e) Flowchart



Ans-C

543. What does C represent in MICR?

- (a) Code
- (b) Column
- (c) Computer
- (d) Character
- (e) None of these

Ans-D

544. What do you use to create a chart?

- (a) Pie Wizard
- (b) Excel Wizard
- (c) Data Wizard
- (d) Chart Wizard
- (e) None of these

Ans-D

545. A menu contains a list of

- (a) commands
- (b) data
- (c) objects
- (d) reports
- (e) None of these

Ans-A

546. Microsoft Office Suite spreadsheet program is

- (a) Microsoft Excel
- (b) Microsoft Word
- (c) Microsoft Powerpoint
- (d) None of these
- (e) All of the above

Ans-A

547. The case that holds all the physical parts of the

computer is called

- (a) System unit
- (b) Platform
- (c) Integrated platform
- (d) Mainframe
- (e) None of these

Ans-A

548. The function of Key F4 is

- (a) Delete
- (b) Repeat last function
- (c) Refresh
- (d) Copy
- (e) None of these

Ans-B

549. In Excel Comments put in cells are called

- (a) Smart tip
- (b) Cell tip
- (c) Web tip
- (d) Soft tip
- (e) All of the above

Ans-B

550. The term DBMS is referred to

- (a) Data Base Management system
- (b) The software used for the management, maintenance and retrieval of the data stored in a data base
- (c) Both A & B are true
- (d) None of these
- (e) All of the above

Ans-E

551. In Windows operating system it is the long horizontal bar at the bottom of a

screen. Unlike the desktop, which can get obscured by the windows on top of it, it is visible almost all the time.

- (a) Sidebar
- (b) Icons
- (c) Taskbar
- (d) None of these
- (e) All of the above

Ans-C

552. The method of file organization in which data records in a file are arranged in a specified order according to a key field is known as the

- (a) Direct access method
- (b) Queuing method
- (c) Predetermined method
- (d) Sequential access method
- (e) None of these

Ans-D

553. Format command is used to create

- (a) Sector
- (b) memory
- (c) Tracks
- (d) Tracks and sector
- (e) None of these

Ans-D

555. In Excel constant is another name for this type of data

- (a) number
- (b) equation
- (c) formula
- (d) description
- (e) All of the above

Ans-A

556. Buffer is device / storage area

- (a) Where data are temporarily stored
- (b) Where data is permanently stored
- (c) Where data error occurs
- (d) None of these
- (e) All of the above

Ans-A

557. Programs stored in ROM are called

- (a) Hardware
- (b) Firmware
- (c) Software
- (d) all of above
- (e) None of these

Ans-B

558. In Microsoft Word shortcut DELETE is for

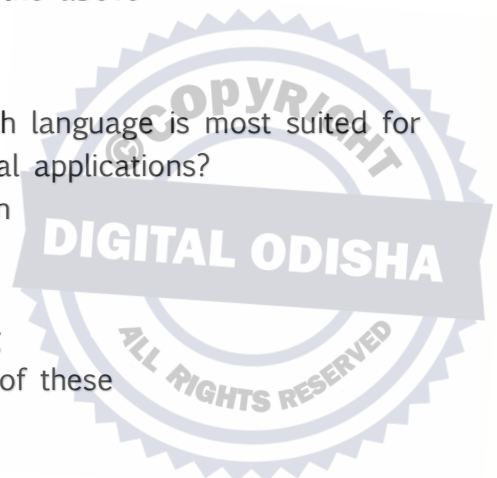
- (a) Undo something
- (b) Delete something
- (c) Paste something
- (d) None of these
- (e) All of the above

Ans-B

559. Which language is most suited for commercial applications?

- (a) Fortran
- (b) Cobol
- (c) Basic
- (d) Prolog
- (e) None of these

Ans-C



560. In Excel Status indicators are located on the

- (a) Vertical scroll bar
- (b) Horizontal scroll bar
- (c) Formula bar
- (d) Standard toolbar
- (e) All of the above

Ans-C

561. The first graphical web browser are?

- (a) Gopher
- (b) WAIS
- (c) CERN
- (d) Mosaic
- (e) None of these

Ans-D

562. Why are headers and footers used in document?

- (a) To enhance the overall appearance of the document
- (b) To mark the starting and ending of a page
- (c) To make large document more readable
- (d) To allow page headers and footers to appear on document when it is printed
- (e) All of the above

Ans-D

563. Console is

- (a) A device that enables human operators to communicate with the computer
- (b) A device that enables human operators not to communicate with the computer
- (c) Communication between computers
- (d) None of these
- (e) All of the above

Ans-A

564. A process of collecting, organizing, storing and otherwise providing a complete historical record of programs and other documents used or prepared during the different phases of the system is called

- (a) Documentation
- (b) Document reader
- (c) Data process
- (d) None of these
- (e) All of the above

Ans-A

565. A unit of a computer system that interprets instructions and executes them is known as

- (a) Processor
- (b) Storage
- (c) Peripherals
- (d) None of these
- (e) All of the above

Ans-A

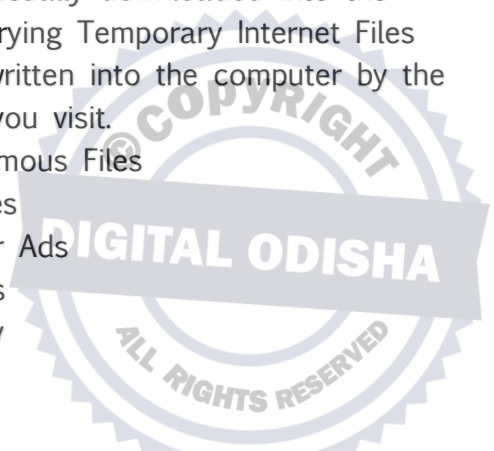
566. are usually downloaded into the folder carrying Temporary Internet Files and are written into the computer by the websites you visit.

- (a) Anonymous Files
- (b) Cookies
- (c) Banner Ads
- (d) Images
- (e) History

Ans-B

567. A popular presentation program for Windows and Mac in Microsoft Office is

- (a) Microsoft Word



- (b) Microsoft PowerPoint
- (c) Microsoft Access
- (d) None of these
- (e) All of the above

Ans-B

568. What is MP3?

- (a) A mouse
- (b) A printer
- (c) A sound format
- (d) A scanner
- (e) None of these

Ans-C

569. Microsoft Office is an office suite, for the

- (a) Microsoft Windows operating systems
- (b) Mac OS X operating systems
- (c) Both A and B are true
- (d) None is true
- (e) All of the above

Ans-C

570. In a disk system time required for a read / write head to move to the track where the record to be read or written is stored

- (a) Access time
- (b) Random time
- (c) Response time
- (d) Seek time
- (e) All of the above

Ans-D

571. The most common input devices are the.

- (a) microphone, printer

- (b) scanner, monitor
- (c) digital camera, speakers
- (d) keyboard, mouse
- (e) None of these

Ans-D

572. In windows XP, which shortcut is used you lock the computer?

- (a) Ctrl + L
- (b) Windows Key + k
- (c) Ctrl + K
- (d) Scroll Lock key
- (e) Windows Key + L

Ans-E

573. This part of operating system manages the essential peripherals, such as the keyboard, screen, disk drives, and parallel and serial ports

- (a) basic input / output system
- (b) secondary input / output system
- (c) peripheral input / output system
- (d) marginal input / output system
- (e) None of these

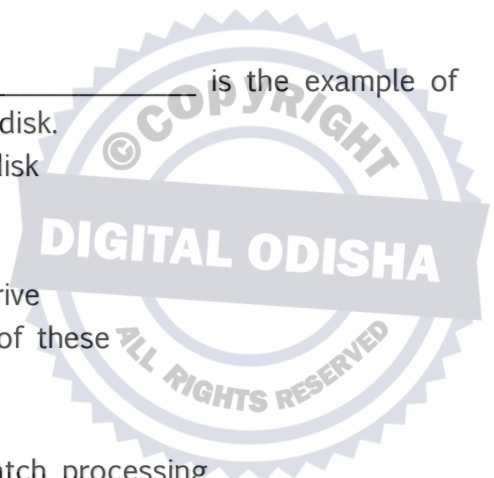
Ans-A

574 . _____ is the example of magnetic disk.

- (a) Hard-disk
- (b) DVD
- (c) RAM
- (d) Pen drive
- (e) None of these

Ans-A

575. In Batch processing



- (a) Several computer programs runs one after another without human interaction to run each program individually.
- (b) Several computer programs runs one after another with human interaction to run each program individually
- (c) Selected computer programs runs one after another with human interaction to run each program individually
- (d) None is true
- (e) All of the above

Ans-A

576. In Microsoft PowerPoint you can show the shortcut menu during the slide show by

- (a) Clicking the shortcut button on the formatting toolbar
- (b) Right clicking the current slide
- (c) Clicking an icon on the current slide
- (d) (B) and (A)
- (e) All of the above

Ans-B

577. What is the responsibility of the logical unit in the CPU of a computer?

- (a) Producing result
- (b) Comparing numbers
- (c) Controlling flow of information
- (d) Performing mathematical operations
- (e) Controlling flow of data

Ans-B

578. In Excel intersection of a row and column is called:

- (a) Cata
- (b) A field.

- (c) A cell
- (d) An equation.
- (e) All of the above

Ans-C

579. Audio response is

- (a) output medium
- (b) produces verbal responses from the computer system
- (c) Both A & B true
- (d) None is true
- (e) All of the above

Ans-C

580. In MICR, C stands for

- (a) Code
- (b) Color
- (c) Computer
- (d) Character
- (e) Country

Ans-D

581. In Excel which of the following is not a way to complete a cell entry?

- (a) Pressing enter
- (b) Pressing any arrow key on the keyboard
- (c) Clicking the Enter button on the Formula bar
- (d) Pressing spacebar
- (e) All of the above

Ans-D

582. COBOL is widely used in

- (a) Commercial
- (b) Scientific
- (c) Space

- (d) Mathematical
- (e) None of these

Ans-A

583. A competitor to the dominant Lotus 1-2-3 is

- (a) Microsoft Excel
- (b) Microsoft Word
- (c) Microsoft PowerPoint
- (d) None of these
- (e) All of the above

Ans-A

584. Which of the following best describes a computer based information system?

- (a) system where computer is used to turn data into information
- (b) inputting data
- (c) processing data
- (d) data is put into the computer for processing
- (e) All of the above

Ans-A

585. In Windows operating system shortcut CTRL while dragging an item

- (a) Delete the selected item permanently without placing the item in the Recycle Bin
- (b) Copy the selected item
- (c) Rename the selected item
- (d) Create a shortcut to the selected item
- (e) All of the above

Ans-B

586. A program that translates mnemonic statements into executable instructions is referred as

- (a) Software
- (b) Assembler
- (c) Translator
- (d) None of these
- (e) All of the above

Ans-B

587. Which of the following is the standard interactive and programming language for getting information from a database?

- (a) DCOM
- (b) Java
- (c) SQL
- (d) Cova
- (e) Mercury

Ans-C

588. Data communications include telegraph lines

- (a) straight lines
- (b) Wideband channel
- (c) narrow channel
- (d) dialed service
- (e) All of the above

Ans-C

589. A network connecting device without the use of a cable is called

- (A) distributed
- (B) centralized
- (c) open source
- (D) Wireless
- (None of these)

Ans-D

590. Internet allows you

- (A) send electronic mail



- (b) View web page
 - (c) Connect to servers around the world
 - (d) All these
 - (None of these
- Ans-B

591.It contains data descriptions and defines the name, data type, and length of each field in the database

- (a) data dictionary
- (b) data table
- (c) data record
- (d) data field
- (e) None of these

Ans-A

592.Which of the following controls the way in which the computer system functions and provides a means by which users can interact with the computer?

- (a) O / S
- (b) Motherboard
- (c) Platform
- (d) I / O gateway
- (e) None of these

Ans-A

593.These hacker breaks security for altruistic or at least non-malicious reasons.

- (a) White hat
- (b) Gray hat
- (c) Blue hat
- (d) None of these
- (e) All of the above

Ans-A

594.One or more identifying lines printed at the bottom of a page are referred as

- (a) Header
- (b) Footer
- (c) Index
- (d) None of these
- (e) All of the above

Ans-B

595.The Internet began with the development of

- (a) USENET
- (b) ARPANET
- (c) Ethernet
- (d) Intranet
- (e) None of these

Ans-B

596.Which of the following device is used only in LAN (Local Area Network)?

- (a) Gateway
- (b) Modem
- (c) NIC
- (d) Router
- (e) None of these

Ans-C

597.Mahesh and Pavan are employees of company X working in different countries, on the same project. Which of the following computer technologies would be useful for them to have review monthly meets?

- (a) Video-display software
- (b) Video digitizing
- (c) Video Conferencing
- (d) Video Scanning
- (e) None of these

Ans-C

598. MS-DOS is usually supplied on a

- (a) hard disk
- (b) cartridge tape
- (c) CD ROM
- (d) floppy disk or diskettes
- (e) None of these

Ans-D

599. What are you most likely to use when playing

- (a) Touch screen a computer game?
- (b) Light pen
- (c) notepad
- (d) Joystick
- (e) None of these

Ans-D

600. Diskette is a

- (a) A low-cost, thin flexible magnetic disk storage device
- (b) High volume storage device
- (c) Primary storage device
- (d) None of these
- (e) All of the above

Ans-A

